
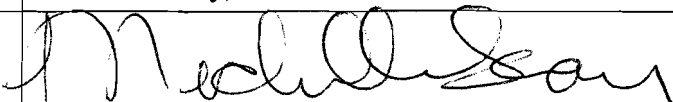
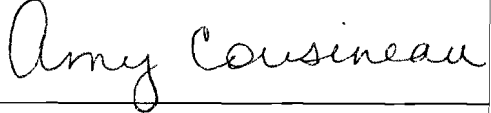
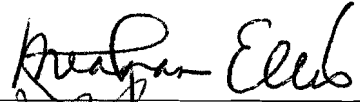
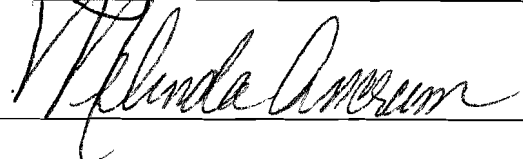
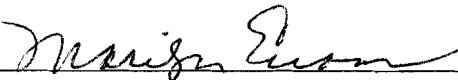
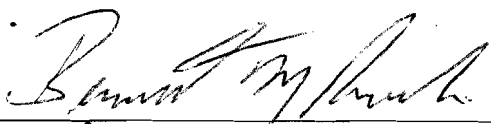
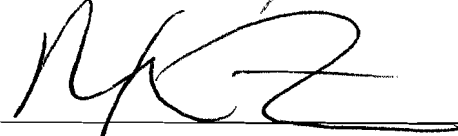


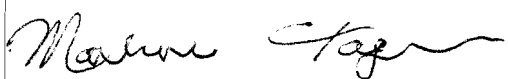



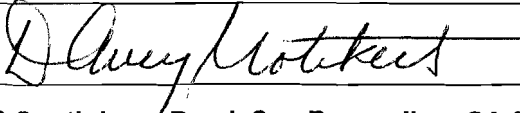

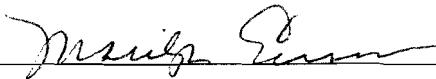
## California's Child and Family Services Review System Improvement Plan

<b>County:</b>	<b>San Bernardino County</b>
<b>Responsible County Child Welfare Agency:</b>	<b>Department of Children's Services</b>
<b>Period of Plan:</b>	<b>2009-2012</b>
<b>Period of Outcomes Data:</b>	<b>Quarter ending: June 30, 2008</b>
<b>Date Submitted:</b>	<b>March 7, 2009</b>
<b>County Contact Person for County System Improvement Plan</b>	
<b>Name:</b>	<b>Joyce Jones</b>
<b>Title:</b>	<b>Child Welfare Services Manager, Department of Children's Services</b>
<b>Address:</b>	<b>412 W. Hospitality Lane, San Bernardino, CA 92415-0913</b>
<b>Fax:</b>	<b>(909) 891-3399</b>
<b>Phone &amp; Email:</b>	<b>(909) 891-3505 jonesj@hss.sbcounty.gov</b>
<b>Submitted by each agency for the children under its care</b>	
<b>Submitted by:</b>	<b>County Child Welfare Agency Director (Lead Agency)</b>
<b>Name:</b>	<b>DeAnna Avey-Motikeit, Director, Department of Children's Services</b>
<b>Signature:</b>	
<b>County Chief Probation Officer</b>	
<b>Submitted by:</b>	<b>County Chief Probation Officer</b>
<b>Name:</b>	<b>Michelle Scray, Assistant Chief Probation Officer</b>
<b>Signature:</b>	
<b>CAPIT Liaison</b>	
<b>Name:</b>	<b>Jeff Wagner</b>
<b>Title:</b>	<b>Deputy Director, Department of Children's Services</b>
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<b>Phone &amp; Email:</b>	<b>(909) 891-3510 jwagner@hss.sbcounty.gov</b>
<b>CBCAP Liaison</b>	
<b>Name:</b>	<b>San Bernardino County does not receive CBCAP funding</b>
<b>Title:</b>	
<b>Address:</b>	
<b>Fax:</b>	
<b>Phone &amp; Email:</b>	


County PSSF Liaison		
Name:	Jeff Wagner	
Title:	Deputy Director, Department of Children's Services	
Address:	412 W. Hospitality Lane, San Bernardino, CA 92415-0913	
Fax:	(909) 891-3399	
Phone & Email:	(909) 891-3510 jwagner@hss.sbcounty.gov	
In Collaboration with:		
County & Community Partners	Name	Signature
County Abuse Prevention Council	Amy Cousineau, Executive Director, Children's Network	
Child Health Department	Meaghan Ellis, Division Chief, Department of Public Health	
County Mental Health Department	Melinda Ancrum, Clinical Therapist	
Parent Representative	Marilyn Evans, Foster Parent, Adoptive Parent, Community Advocate	
Local Education Agency	Bernardette Pinchback, Manager, Foster Care Services, County Superintendent of Schools	
Youth	Roxie Findsen, Peer and Family Assistant II	
Resource Families and other Caregivers	Jerry Young, Foster Parent, Specialized Caregiver	
Court Representative	Honorable Marsha Slough, Presiding Judge of Juvenile Court	
County Adoption Agency (or CDSS Adoptions District Office)	Marlene Hagen, Child Welfare Services Manager, Department of Children's Services	
Local Tribes	Luke Madrigal, Executive Director, Indian Child and Family Services	

☐ Names and affiliations of additional participants are attached.

# CAPIT/CBCAP/PSSF Contact and Signature Sheet

<b>Period of Plan:</b>	July 1, 2009 through June 30, 2012
<b>Date Submitted:</b>	March 7, 2009
<b>Submitted by:</b>	County of San Bernardino Department of Children's Services
<b>Name:</b>	DeAnna Avey-Motikeit
<b>Title:</b>	Director
<b>Signature:</b>	
<b>Address:</b>	150 South Lena Road, San Bernardino, CA 92415-0515
<b>Fax:</b>	(909) 388-0233
<b>Phone &amp; Email:</b>	(909) 388-0242 davey-motikeit@hss.sbcounty.gov
<b>Submitted by:</b>	Child Abuse Prevention Council ( CAPC) Representative
<b>Name:</b>	Amy Cousineau
<b>Title:</b>	Network Officer, Children's Network
<b>Signature:</b>	
<b>Address:</b>	825 East Hospitality Lane, 2 <sup>nd</sup> floor, San Bernardino, CA 92415
<b>Fax:</b>	(909) 383-9714
<b>Phone &amp; Email:</b>	(909) 383-9677 acousineau@hss.sbcounty.gov
<b>Submitted by:</b>	Parent Consumer/Former Consumer ( Required if the parent is not a member of the CAPC)
<b>Name:</b>	Marilyn Evans
<b>Title:</b>	Parent, Foster Parent, Adoptive Parent, Community Advocate
<b>Signature:</b>	
<b>Address:</b>	412 W. Hospitality Lane, San Bernardino, CA 92415-0913
<b>Fax:</b>	(909) 891-3399
<b>Phone &amp; Email:</b>	(909) 891-3580 evansm@hss.sbcounty.gov

### CAPIT/CBCAP/PSSF - Contact and Signature Sheet (continued)

Submitted by:	Department of Children's Services
Name:	Jeff Wagner
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Signature:	
Address:	412 West Hospitality Lane, San Bernardino, CA 92415-0913
Fax:	(909) 891-3399
Phone & Email:	(909) 891-3510    jwagner@hss.sbcounty.gov

**NOTICE OF INTENT  
CAPIT/CBCAP/PSSF PLAN CONTRACTS  
FOR SAN BERNARDINO COUNTY**

**PERIOD OF PLAN: 03/07/2009 THROUGH 03/06/2012**

The undersigned confirms that the county intends to contract, or not contract with public or private nonprofit agencies, to provide services in accordance with Welfare and Institutions Code (**W&I Code Section 18962(a)(2)**).

In addition, the undersigned assures that funds associated with Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) will be used as outlined in statute.

The County Board of Supervisors designates the Department of Children's Services as the public agency to administer CAPIT and CBCAP.

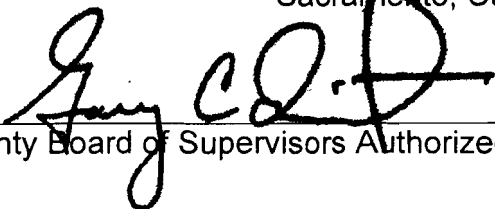
**W&I Code Section 16602 (b) requires that the local Welfare Department shall administer PSSF.** The County Board of Supervisors designates the Department of Children's Services as the public agency to administer PSSF.

**Please check the appropriate box.**

- ☒ The County intends to contract with public or private nonprofit agencies to provide services.
- ☐ The County does not intend to contract with public or private nonprofit agencies to provide services and will subcontract with \_\_\_\_\_ County to provide administrative oversight of the projects.

In order to receive funding, please sign and return the Notice of Intent with the County's System Improvement Plan:

California Department of Social Services  
Office of Child Abuse Prevention  
744 P Street, MS 8-11-82  
Sacramento, California 95814



County Board of Supervisors Authorized Signature

Gary C. Ovitt  
Print Name

**FEB 24 2009**

Date

Chairman,  
Board of Supervisors,  
San Bernardino County  
Title

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

February 24, 2009

**FROM: DEANNA AVEY-MOTIKEIT, Director  
Department of Children's Services**

**MICHELLE SCRAY, Assistant Chief Probation Officer  
Probation Department**

**AMY COUSINEAU, Network Officer  
Children's Network**

**SUBJECT: SAN BERNARDINO COUNTY 2009-2012 SYSTEM IMPROVEMENT PLAN OF  
CHILD AND FAMILY SERVICES**

**RECOMMENDATION(S)**

Approve the submission of the San Bernardino County 2009-2012 System Improvement Plan of Child and Family Services by the Department of Children's Services, Probation Department, and Children's Network to the California Department of Social Services.

(Affected Districts: All)

(Presenter: DeAnna Avey-Motikeit, Director, 388-0242)

**BACKGROUND INFORMATION**

Pursuant to State Law (AB 636), the State developed the California – Child and Family Services Review (C-CFSR), a system primarily focused on measuring outcomes in Child Safety, Permanence, and Child & Family Well-Being. The C-CFSR was developed in accordance with the provisions of Welfare & Institutions Code 10601.2 and aligns with the Federal - Child and Family Services Review. The C-CFSR mandates each California county to conduct continuous assessments for improvement of the County's child and family services and practices. In San Bernardino County, the C-CFSR process consists of three components: the Peer Quality Case Review (PQCR); the County Self-Assessment (CSA) of Child and Family Services; and the System Improvement Plan (SIP). The County's PQCR was completed and the report submitted to the State in May 2008; the CSA was completed and the report submitted to the State in November 2008; and the report for the final phase, the SIP, is now complete and due to the State on March 7, 2009.

The Department of Children's Services, Probation Department and Children's Network collaborated with community partners, service providers, parents and caretakers, youth, Tribal

Page 1 of 2

cc: DCS-Avey-Motikeit w/plan  
Probation-Scray  
Children's Network-Cousineau  
Children's Policy Council c/o CN  
Co. Counsel-Markel  
HS Admin-Chacon  
CAO-Ciabattini  
File-DCS; Probation; Children's  
Network  
ed 2/25/09  
ITEM 036

Record of Action of the Board of Supervisors  
**APPROVED (CONSENT CALENDAR)**  
COUNTY OF SAN BERNARDINO  
Board of Supervisors

MOTION NOVE AYE SECOND AYE AYE  
5

DENA M. SMITH, CLERK OF THE BOARD

BY 

DATED: February 24, 2009

**BOARD OF SUPERVISORS  
SAN BERNARDINO COUNTY 2009-2012 SYSTEM IMPROVEMENT PLAN  
OF CHILD AND FAMILY SERVICES  
FEBRUARY 24, 2009  
PAGE 2 OF 2**

representatives, education and healthcare partners, law enforcement, and other stakeholders to develop the current SIP. The SIP establishes improvement goals, and defines specific strategies and timeframes to achieve improvement in the four outcome measures specified in the CSA. Based on an analysis of the findings of the PQCR and CSA, the County's Self-Assessment Team identified the following four outcome measures for which improvement plans were developed and included in the SIP:

C1.3 – Reunification Within 12 Months (Entry Cohort) – This measure computes the percentage of children reunified within 12 months of removal for a cohort of children first entering foster care.

C3.1 – Exits To Permanency (24 Months in Care) – This measure computes the percentage of children discharged to a permanent home by the last day of the year and prior to turning 18, who had been in foster care for 24 months or longer.

C3.3 – In Care 3 Years Or Longer (Emancipated/Age 18) – This measure computes the percentage of children in foster care for 3 years or longer who were then either discharged to emancipation or turned 18 while still in foster care.

C4.3 – Placement Stability (At Least 24 Months in Care) – This measure computes the percentage of children with two or fewer placements while having been in foster care for 24 months or more.

In addition to the items addressed above, the three-year C-CFSR process has been integrated with the three-year planning process for CAPIT/PSSF (Child Abuse Prevention, Intervention and Treatment / Promoting Safe and Stable Families). CAPIT/PSSF provides programs and services that offer strength-based and holistic family-based intervention strategies that improve the emotional and psychological well-being of the child and family. The integration will streamline and reduce duplicative processes, maximize resources, and increase partnership and communication. The CAPIT/PSSF Three-Year Plan documents are attachments to the main document of the 2009-2012 County System Improvement Plan. The CAPIT/PSSF planning process for services and expenditures is integrated with the C-CFSR process in the SIP.

Approval of this item will allow the Department of Children's Services, the Probation Department and Children's Network to submit the San Bernardino County 2009-2012 System Improvement Plan of Child and Family Services to the State.

**FINANCIAL IMPACT**

There is no financial impact from submission of the County System Improvement Plan.

**REVIEW BY OTHERS**

The Children's Policy Council reviewed this item on January 28, 2009. This item has been reviewed by County Counsel (Michael A. Markel, Supervising Deputy County Council, 387-0520) on February 5, 2009; Probation Department (Michelle Scray, Assistant Chief Probation Officer, 387-5684) on February 5, 2009; Human Services Finance (Lynn Chacon, Administrative Analyst, 388-0211) on February 10, 2009; and the County Administrative Office (Lori Ciabattini, Administrative Analyst, 388-0253) on February 9, 2009.

## California's Child and Family Services Review System Improvement Plan

<b>County:</b>	<b>San Bernardino County</b>
<b>Responsible County Child Welfare Agency:</b>	<b>Department of Children's Services</b>
<b>Period of Plan:</b>	<b>2009-2012</b>
<b>Period of Outcomes Data:</b>	<b>Quarter ending: June 30, 2008</b>
<b>Date Submitted:</b>	<b>March 7, 2009</b>
<b>County Contact Person for County System Improvement Plan</b>	
<b>Name:</b>	<b>Joyce Jones</b>
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<b>Submitted by each agency for the children under its care</b>	
<b>Submitted by:</b>	<b>County Child Welfare Agency Director (Lead Agency)</b>
<b>Name:</b>	<b>DeAnna Avey-Motikeit, Director, Department of Children's Services</b>
<b>Signature:</b>	
<b>Submitted by:</b>	<b>County Chief Probation Officer</b>
<b>Name:</b>	<b>Michelle Scray, Assistant Chief Probation Officer</b>
<b>Signature:</b>	
<b>CAPIT Liaison</b>	
<b>Name:</b>	<b>Jeff Wagner</b>
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<b>Fax:</b>	<b>(909) 891-3399</b>
<b>Phone &amp; Email:</b>	<b>(909) 891-3510 jwagner@hss.sbcounty.gov</b>
<b>CBCAP Liaison</b>	
<b>Name:</b>	<b>San Bernardino County does not receive CBCAP funding</b>
<b>Title:</b>	
<b>Address:</b>	
<b>Fax:</b>	
<b>Phone &amp; Email:</b>	



County PSSF Liaison		
Name:	Jeff Wagner	
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Fax:	(909) 891-3399	
Phone & Email:	(909) 891-3510 jwagner@hss.sbcounty.gov	
In Collaboration with:		
County & Community Partners	Name	Signature
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County Adoption Agency (or CDSS Adoptions District Office)	Marlene Hagen, Child Welfare Services Manager, Department of Children's Services	
Local Tribes	Luke Madrigal, Executive Director, Indian Child and Family Services	

☐ Names and affiliations of additional participants are attached.

**California  
Child and Family Services Review**

**San Bernardino County  
2009-2012  
System Improvement Plan**



**Submitted by  
the Department of Children's Services  
and the Probation Department**

**March 7, 2009**

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## INTRODUCTION

The San Bernardino County **2009-2012 System Improvement Plan (SIP)** is the third component in the County's review, assessment, planning and improvement of its Child Welfare Services (CWS). This process occurs on a triennial cycle and operates on a philosophy of continuous quality improvement, interagency partnerships, community involvement and public reporting of program outcomes. San Bernardino County is in its second cycle of this triennial process.

The lead agencies for this process are the San Bernardino County **Department of Children's Services (DCS)** and the **Probation Department (Probation)**. The Department of Children's Services is responsible for outcomes in all areas related to children who are receiving child welfare Title IV-B and IV-E funded services. The Probation Department is responsible for outcomes related to foster children under its direct supervision that are receiving Child Welfare Services.

This intensive examination allows the County to better understand its practices; policies and procedures; availability and effectiveness of its resources; and the nature of its service delivery. The County is able to identify strengths, barriers and challenges, and areas needing improvement. The resulting plan for making the necessary improvements is known as the System Improvement Plan (SIP). The overall focus of the SIP is a **commitment to specific measurable improvements in performance outcomes** that the County will achieve within a defined timeframe.

The SIP is developed every three years by the lead agencies in collaboration with local child abuse and neglect prevention partners, community partners, youth, parents, foster parents, guardians, adoptive parents, kin-caregivers, other non-relative caregivers, group home providers, service providers, representatives of local Native American Indian Tribes, Juvenile Court, other County departments and local public agencies. Technical assistance is provided by the California Department of Social Services (CDSS). The SIP must be approved by the Children's Policy Council, the County Board of Supervisors and CDSS.

This **continuous triennial process** is mandated by **California Assembly Bill 636** (effective January 2004), which created the Child Welfare Services Outcomes and Accountability System, also known as the California Child and Family Services Review (C-CFSR). The C-CFSR requires that for each three-year period, each county will complete the **Peer Quality Case Review**, the **County Self-Assessment**, a **three-year System Improvement Plan**, and **annual updates** to the System Improvement Plan. The San Bernardino County 2009-2012 SIP will be in place from **March 2009 through March 2012**, with annual updates to the State.

In addition to requiring **improvement of the outcomes** for children in the child welfare system, this legislation holds the CDSS and the counties **accountable for the outcomes** achieved. The purpose of this legislation is to improve the performance of the counties in order to improve the outcomes for children in care. Performance indicators have been developed to measure progress toward achieving the goals of this legislation. Those goals are:

- Protect children from abuse and neglect.
- Have children safely maintained in their own homes whenever possible and appropriate.
- Provide children permanency and stability in their living situations.
- Preserve the continuity of family relationships and connections for children.
- Enhance families' capacity to provide for their children's needs.
- Ensure children receive appropriate services to meet their educational needs.
- Ensure children receive adequate services to meet physical and mental health needs.
- Prepare youth emancipating from foster care to transition into adulthood.

The C-CFSR requires CDSS to provide the counties with **Quarterly Outcome and Accountability County Data Reports** of key **safety, permanence and well-being** indicators. These quarterly reports provide summary level Federal and State program outcomes measures that serve as the basis for the C-CFSR and are used to track State and county performance over time. The Federal outcomes measures are defined by the Federal Child and Family Service Review, an oversight system mandated by Congress and used to monitor the performance of the states.

Building on information gathered during the 2008 Peer Quality Case Review and the 2008 County Self-Assessment the following **four Federal outcomes measures** were selected for inclusion in the 2009 SIP for improvement of County performance in its Child Welfare Services:

- **C1.3 – Reunification within 12 months (entry cohort)** - this measure computes the percentage of children reunified within 12 months of removal for a cohort of children first entering foster care.
- **C3.1 – Exits to Permanency (24 months in care)** – this measure computes the percentage of children discharged to a permanent home by the last day of the year and prior to turning 18, who had been in foster care for 24 months or longer.
- **C3.3 – In Care 3 years or longer (Emancipated/Age 18)** – this measure computes the percentage of children in foster care for 3 years or longer who were then either discharged to emancipation or turned 18 while still in care.
- **C4.3 - Placement Stability (at least 24 months in care)** – this measure computes the percentage of children with two or fewer placements who have been in foster care for 24 months or more.

The C-CFSR also requires CDSS to provide each county with **State Technical Assistance and Monitoring**. CDSS is required to monitor the completion of all activities under the C-CFSR for each county, including: ongoing tracking of county performance measures, reviewing county self-assessments for completeness, participation in the PQCR, and review and approval of the county SIP. CDSS is required to provide guidance and technical assistance to counties during each phase of the C-CFSR process and ultimately track and report on progress toward measurable goals set by each county in its SIP.

## DEFINING THE COMPONENTS

### Peer Quality Case Review (PQCR)

The current triennial cycle of the County's review, assessment, planning and improvement began in the fall of 2007 when the County and many community partners kicked off the **2008 Peer Quality Case Review (PQCR)**. The focus of the PQCR was ***Engaging Transition Age Youth in Case Planning for the Future***. In February and March of 2008, information was gathered during interviews and focus groups. The PQCR final report, submitted in May 2008 to the California Department of Social Services, contained the findings and recommendations of youth, social workers, Probation Officers, community partners, and collaborating agencies.

### County Self-Assessment (CSA)

The next component was the more comprehensive **2008 County Self-Assessment (CSA)**. The collaborative CSA Team explored the readiness of the County to provide quality Child Welfare Services to children and families during the next three years (2009-2012). The CSA Team determined the basis for the County's current performance in order to identify and remove barriers to improving outcomes for children and families. The CSA Team also identified the strengths and weaknesses of the current array of services and the manner in which those services are provided. Four specific performance outcomes areas were chosen for improvement during the next three years. The CSA final report was submitted to CDSS in November 2008.

### System Improvement Plan (SIP)

The **2009-2012 System Improvement Plan (SIP)** is the County's commitment to make **measurable improvement** in the four chosen performance outcomes areas. The SIP contains **improvement goals** for improving measured performance in each of these outcome areas. **Strategies** define the accomplishments necessary to reach an improvement goal. **Milestones** are the steps that will be taken to accomplish a strategy. **Timeframes** are established to provide chronological order and priority to the milestones. The SIP also **assigns responsibility** for completing the milestones. The SIP Core Team, three SIP Workgroups and other collaborators began developing the SIP in November 2008.

## **INTEGRATION OF THE SIP AND CAPIT/CBCAP/PSSF THREE-YEAR PLAN**

CDSS is currently revising the C-CFSR guidelines so that counties will be required to fully integrate the elements of the Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) Three-Year Plan into the C-CFSR process. The intent of this integration is to streamline duplicative processes, maximize resources, and increase partnership and communication. According to the CDSS All County Information Notice (ACIN) No. I-41-08, dated June 4, 2008, the integration is now effective for all counties and will be required for those counties with System Improvement Plans due on or after July 1, 2009. Beginning on that date, counties submitting the SIP will be required to integrate the planning component of the CAPIT/CBCAP/PSSF Plan with the SIP.

Although the San Bernardino County 2009-2012 SIP is due March 7, 2009, the County has included the documents of the CAPIT/CBCAP/PSSF Three-Year Plan in this SIP. The combining of these two processes will enable the County's future planning of prevention strategies to be accomplished at the same time as the planning of strategies that impact outcomes. The 2009-2012 SIP reflects the County's efforts to begin integrating these processes, even before the State finishes developing the guidelines for this integration.

The AB 636 assessment and improvement planning and the CAPIT/PSSF three-year planning and evaluation processes can most effectively be done in an integrated manner. To that end, the CSA and SIP teams integrated their processes with the CAPIT/PSSF needs assessment and planning process for this planning cycle. The County of San Bernardino went the additional step of approving an interim Update Plan in September 2007 in order to extend the prior plan, validate current contracts and assist in this planning process realignment.

San Bernardino County utilized the 2008 CSA to evaluate strengths and needs of children and parents across the County and inform the planning process. Information from the Annual Update Reports was used in planning and procurement of services. Population and geographic data were used to procure services in areas of higher need and ensure fair and equitable access to services throughout the County. The County of San Bernardino completed procurement for FY2008/09 based on the information contained in the Annual CAPIT/PSSF Report. There will be a new procurement based on the information provided in the CSA and SIP.

This information led to the procurement of in-home services in addition to traditional in-office services. Priority for services is given to children and families who are, or have been, involved with the Child Welfare Services system. Emphasis is on families with children ages 0-5 and families who are self-referred and are seeking help to avoid problems that would bring them into the Child Welfare Services system. Procurement was specifically targeted for agencies that are, or affiliate with, Family Resource Centers, or their equivalent. There is no evidence that this allocation supplanted existing publicly funded programs.

Several CAPIT and PSSF contractors offer in-home visiting programs and services for children and families who may have special needs and require intensive one-on-one counseling, parenting and life skills services. In-home services help address the needs of families in rural or other outlying areas and families that may benefit most from services provided outside of a traditional office setting due to special needs.

Minority populations were generally served at or better than their proportion of the general population. Efforts are made during procurement to ensure that high need areas are served when obtaining providers. This would include areas of minority concentration. During monitoring, the ability to provide bilingual services is reviewed and used to determine contract compliance. Every effort is made by the County to ensure that Limited English Proficient individuals are adequately served.

The County is fully integrating its CAPIT/PSSF evaluations with its AB 636 Outcomes and Accountability System and holds all service providers accountable for their participation in a County-community partnership to improve outcomes for child safety, permanency, and family and child well being. To that end a multi-layered, comprehensive data collection and evaluation system has been implemented to track engagement, short, intermediate, and long-term outcomes. That system is now in the process of being upgraded to an automated system. The County of San Bernardino has contracted with Social Solutions to implement an Efforts-To-Outcomes system that will more thoroughly, comprehensively and expeditiously capture information and produce usable reports. The Contractors have initiated use and are now implementing the new reporting system. Training and technical assistance are being provided and all users of the system meet with County of San Bernardino staff on a monthly basis to discuss implementation issues and concerns.

More information on the PSSF/CBCAP/CAPIT planning is contained in the PSSF/CBCAP/CAPIT sections of this SIP. (see attachments)

## **NARRATIVE**

Three workgroups took on the task of developing SIP goals, strategies, milestones, timeframes, and assignments of responsibilities. An additional SIP-Court Workgroup reviewed this plan and provided valuable input, particularly on the effectiveness of Team Decision Making (TDM) meetings. This SIP-Court Workgroup was composed of Judges, Attorneys, DCS Staff, County Counsel, Court Staff, and Mediation staff. The following outline presents the goals and strategies developed by the workgroups. Further detail is contained in the planning templates section of this document.

### Workgroup 1:

#### **C1.3 Reunification within 12 months**

Goal 1: Increase early engagement of parents in the reunification process.

Strategies:

- Continue implementation of Intake TDM's (Team Decision Making meetings), and expand use of TDM's for all children;
- Rollout Icebreakers to caregivers, parents, and social workers in all regions;
- Ensure that parents understand Court timelines, processes and legal rights, and have on-going support;
- Increase the immediate provision of services to parents.

Goal 2: Increase emphasis on reunification planning to facilitate early transition of children to the parents' home and support families post reunification.

Strategies:

- Increase resource parent (foster/relative caregiver) role in mentoring parents before and after reunification;
- Utilize resources for in-home treatment and support prior to and following reunification;
- Implement reunification conferencing tailored to individual family needs;
- Utilize the Comprehensive Assessment Tools (CAT) for assessment of reunification readiness and risk and safety factors.

### Workgroup 2

#### **C3.1 - Exits to Permanency (24 months in care)**

#### **C3.3 - In Care 3 years or Longer (Emancipated/Age 18)**

Goal 1: Improve connections for youth to increase the likelihood of achieving permanence within given timeframe for measurable improvement.

Strategies:

- Ensure family connections are maintained;
- Increase the use of mentors to provide additional support and guidance to children and families;
- Increase support to relative caregivers, guardianship and adoptive families.

Goal 2: Increase the number of children placed in a family setting.

Strategies:

- Increase the number of County licensed foster and adoptive families;
- Facilitate movement of children from a group home or institutionalized care to the least restrictive level of care in a family setting of a County licensed home, a Foster Family Agency home, or a relative home;
- Intensify efforts to place high risk target groups (Native American and African American children) in family settings.

Goal 3: Increase the use of Family To Family interventions to build a team-based approach to permanency.

Strategies:

- Conduct an individual permanency planning team meeting at a minimum of every six months until the case is dismissed;
- Continue to build relationships and resources in the community.



### Workgroup 3

#### **C4.3 - Placement Stability (at least 24 months in care)**

Goal 1: Increase awareness of permanency options, including the services and financial payments available through those permanency options.

Strategies:

- Provide refresher training to staff on the financial aspects and services available to caregivers and children through guardianship, KinGAP, and the Adoption Assistance Program (AAP);
- Inform caregivers of permanency options and impact on services and payments.

Goal 2: Develop placement matching process to improve stability of out-of-home placements.

Strategies:

- Build capacity for resource homes in all communities;
- Develop and maintain a placement matching database;
- Develop and implement procedures for matching, tracking and monitoring placements; and tracking placement disruptions.

Goal 3: Improve Probation placement stability outcome data.

Strategies:

- Assist State in revising form SOC 158A and protocol for completing and submitting the form, including the addition of code(s) necessary to properly record a change in placement;
- Revise Probation Department's In/Out Slip (an internal form) and related protocol for completing and submitting the In/Out Slip and the County's process for submitting the State form SOC 158A;
- Ensure that placement is closed out for AWOL youth who have reached their 18<sup>th</sup> birthday;
- Use State "reconciliation batches" to clean up Probation placement data;
- Establish controls to track foster youth who AWOL, then are picked up and placed in Juvenile Hall and subsequently exit to foster care or another type of non-foster care placement.

Any necessary modifications to this three-year plan will occur at annual updates. The eventual impact of the current State fiscal crisis may necessitate funding priority changes that will affect the County's improvement plans. These changes will be reflected in the annual SIP update.

A **SIP Oversight Committee** will meet regularly during the term of this SIP. This committee will maintain ongoing monitoring of the County's progress toward meeting the goals set forth in the SIP. The committee will equally focus on the effect that progress is having on the four outcomes measures upon which the SIP is based. The resulting effects will be seen in improved outcomes for children and their families. Specifically,

- **More children** who have entered the foster care system for the first time (and have been in care for at least 8 days) **will reunify with their families within 12 months** of being removed from their homes;
- **More children** who have been in care for 2 years or more (and have not yet reached their 18th birthday) **will be discharged to a permanent home** (reunification with parents or primary caretakers, guardianship or adoption);
- **Fewer children** who have been in foster care for 3 years or longer **will be discharged to emancipation or turn 18 while still in foster care**;
- **More children** who have been in foster care for 2 years or more (from the time of removal from their homes) **will have no more than 2 placements**.

During the next three years, the Department of Children's Services and the Probation Department will continue to diligently work toward improving outcomes for children and families who receive interventions and services through the Child Welfare Services and Probation system.

County staff, community partners, caregivers, service providers, the Court and other public agencies are committed to ensure that children are protected, that families receive services to prevent child abuse and neglect, that families reunify with their children who have been removed from their homes, and that children are provided with appropriate services and permanent homes.

## LOCAL PLANNING BODIES

### Participants in the 2008 Peer Quality Case Review

In early 2008, the individuals listed below came together to lend their subject matter expertise and considerable efforts to the San Bernardino County 2008 Peer Quality Case Review. Some traveled from other California counties and devoted an entire week away from their families to conduct a highly successful PQCR. The County Department of Children's Services and the Probation Department sincerely appreciate the collaborative accomplishment of these participants.

Many other County staff, not named here, procured equipment and supplies; created mailings; performed data entry; served as flip chart scribes; assembled welcome packets; helped attendees sign-in; took minutes at focus groups, committee meetings and PQCR Week gatherings; or provided services that facilitated the development of the PQCR. Their contributions are acknowledged and appreciated.

- Probation Officers from Other California Counties
  - David Ruiz, Fresno County (PQCR Interviewer)
  - Steven Kilby, Fresno County (PQCR Interviewer)
  - Heather Schenck, Imperial County (PQCR Interviewer)
  - Robert Rivera, Riverside County (PQCR Interviewer)
  - Toby Aronsen, Riverside County (PQCR Interviewer)
- Social Workers from Other California Counties
  - Olivia Murillo, Los Angeles County (PQCR Interviewer)
  - Brian Prieto, Orange County (PQCR Interviewer)
  - Alison Gambino, Riverside County (PQCR Interviewer)
  - Cary Bingham, Riverside County (PQCR Interviewer)
  - Debbie Williams, Riverside County (PQCR Interviewer)
  - Emily Frost, Tuolumne County (PQCR Interviewer)
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  - Ismael Galarza, Transitional Age Youth Center
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  - Julie Cockerton, Social Service Consultant
  - Phyllis Hipps, PhD, Social Services Consultant
  - Theresa Sanchez, Social Services Consultant
- Children's Services (DCS), County of San Bernardino
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  - Jeff Luther, Deputy Director
  - Veronica Hilton, Deputy Director
  - Steve Adams, Administrative Supervisor II
  - Greg Conkin, Child Welfare Services Manager
  - Fran Viero, Supervising Social Services Supervisor
  - Tammy Kersey-Cullop, Supervising Office Assistant
  - Joyce Jones, Child Welfare Services Manager
  - Maria Gomez, Educational Liaison (PQCR Interviewer)
  - Alejandra Flores, Educational Liaison (PQCR Interviewer)
  - Paul Tang, Supervising Social Services Practitioner
  - Jim Rogers, Child Welfare Services Manager
  - Carol Sittig, Child Welfare Services Manager
  - Jeff Horne, Supervising Social Services Practitioner
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  - Jim Hollis, Child Welfare Services Manager
  - Karen Hill, Child Welfare Services Manager
  - Mary Anne Stoeve, Supervising Social Services Practitioner
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- David Wazdatskey, Supervising Social Services Practitioner
- Paul Maiorino, Supervising Social Services Practitioner
- TJ Fryberger, Supervising Social Services Practitioner
- Arline Edwards, Supervising Social Services Practitioner
- Sheila Muir, Supervising Social Services Practitioner
- Teri Elliott, Supervising Social Services Practitioner
- Cyriac Mathew, Supervising Social Services Practitioner
- Karen Cohen, Supervising Social Services Practitioner
- Linda Stout, Supervising Social Services Practitioner
- Esmeralda Puente, Supervising Social Services Practitioner
- Jean Texera, Supervising Social Services Practitioner (PQCR Co-Coordinator)
- Mary Naranjo, Supervising Office Specialist
- Velma Broussard, Supervising Office Assistant
- Nuell Edualino, Supervising Office Assistant
- Tammy Kersey-Cullop, Supervising Office Assistant
- Deborah Ragsdale, Secretary I
- Zonia Navarra, Office Assistant III
- Tracy Ramos, Office Assistant III
- Catrice Hodges, Office Assistant III
- Shirley Brown, Office Assistant III
- Carol Johnson, Office Assistant III
- Lorraine Bigler, Office Assistant III
- Amy Salas, Office Assistant III
- Ysenia Olague, Office Assistant III
- Margie Hunt, Office Assistant III
- Martha Marquez, Office Assistant III
- Patricia Duran, Office Assistant III
- Shirley Chaney, Social Service practitioner
- Art Gutierrez, Social Services Practitioner
- Lori Davisson, Social Worker II
- Marsha Fielding, Social Services Practitioner
- Victor Concepcion, Social Worker II
- Glenda Jones, Social Worker II
- Lisa Badarou, Social Services Practitioner
- Darla Bonine, Social Worker II
- Lilian Ortega, Social Worker II
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- Linda Ronk, Social Services Practitioner
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- Sonya Flowers, Social Services Practitioner
- Sandra Razo, Social Worker II
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- Rhonda Philson, Social Worker II
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- Ida Tyler, Social Services Practitioner
- Michelle Gold, Social Services Practitioner
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- Cody Dawkins, Social Services Practitioner
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- Ken Odom, Social Services Practitioner
- Kevin Anderson, Social Services Practitioner
- Steve Williams, Social Services Practitioner
- Cheryl Hill, Social Worker II
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- Teresa Tomatis, Social Worker II
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- Melisa Kalajian, Social Worker II
- Judy Greenwood, Social Services Practitioner
- Jeannine Humke, Social Worker II
- Elisa Arteaga, Social Worker II
- Tony Muga, Staff Analyst II, System Resources Division
- Contracted Consultant
  - Connie M. Roberts, CRC Training and Consulting, (PQCR Co-Coordinator)
- County Counsel
  - Michael Markel, Supervising Deputy County Counsel
  - Jeff Moret, Deputy County Counsel
- Foster Parents
  - Marilyn Evans, Foster Parent (PQCR Interviewer)
  - Dianne Tate, Foster Parent
  - Eleese Clark, Inland Valley Foster Parents SB Co.
  - Patrena Delfosse, Tri-Valley Community Foster Parent Association, NFPA, Resouce Family Group
- Group Homes
  - Tanya Rigot, Inland Empire Residential Center
  - Russ Rice, River Stones
  - Cathy Smith, ACYFS
- Human Services, County of San Bernardino
  - Linda Haugan, Assistant County Administrator
  - Kathy Watkins, Program Manager, Legislation and Research Unit
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  - Linda Revoner, Performance and Education Resource Center
  - Stuart Young, Performance and Education Resource Center
- Native American Indian Tribal Representatives
  - Dona Gaje, Caseworker, Indian Child & Family Services
  - Rachel Butterfield, Caseworker, Indian Child & Family Services
- Juvenile Court
  - Honorable Marsha Slough, Presiding Judge
- Probation Department, County of San Bernardino
  - Rick Arden, Deputy Chief Probation Officer
  - Tracy Reece, Division Director
  - Cathy Roland, Supervising Probation Officer
  - Michelle Williams, Probation Officer III
  - Jameelah Pezant, Office Assistant III
  - Tina Mason, Supervising Probation Officer
  - Kathleen Cox, Probation Officer II
  - Elizabeth Rodriguez, Probation Officer II
  - Julie Schlobohm, Probation Officer II

- Rafael Cruz, Probation Officer II
- Shanda Jones, Probation Officer II
- Marqueta Turner, Probation Officer II
- Sandra Morris, Probation Officer II
- Victoria Vahovick, Probation Officer II Jose Orrostieta, PO II
- Christopher Combs, Probation Officer II
- Amy Newcomb, Probation Officer II
- Barbara Hughes, Probation Corrections Officer
- Kory Oberlies, Probation Officer III
- Regional Training Academy (Public Child Welfare Training Academy)
  - Laurel Brown, Director, Riverside PCWTA
- Service Providers
  - Clyde Stewart, Independent Living Program
  - Lisa Jeter, Boys Republic (Chino)
  - Phylliss Sunins, Queensland (SB ILP-Probation)
  - Joy Peterson, Knotts Family Agency
- Superintendent of Schools, County of San Bernardino
  - Bernadette Pinchback, Manager, Foster Youth Services (PQCR Interviewer)
- Youth
  - Roxie Findsen, California Youth Connection
  - 12 unnamed youth in Youth Focus Group
  - 10 unnamed youth contributed during at PQCR meetings
  - 4 unnamed youth contributed at California Youth Connection meeting

### **Participants in the 2008 County Self-Assessment**

DCS and Probation would like to thank the following individuals and agencies for their participation and valuable input in the County Self-Assessment process. In addition to those members of the County Self-Assessment Team listed below, there were numerous other participants in the workgroups and focus groups who made important contributions to the assessment in terms of knowledge of child welfare, cogent analysis of the outcomes and systemic factors discussed in this document, and thoughtful suggestions for improvement. The contributions of everyone involved in the County Self-Assessment are greatly appreciated.

- Behavioral Health (DBH), County of San Bernardino
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  - Andre Bossieux, Program Manager II, Transitional Age Youth Center
  - Stephen Morales, Peer and Family Advocate, Transitional Age Youth
- Board of Supervisors, County of San Bernardino
  - Lisha Smith, Field Representative
- California Department of Social Services
  - Nina Dyba, Social Service Consultant
  - Ashley Franklin, Social Service Consultant
  - Stacey Burdue, Social Service Consultant
  - Theresa Sanchez, Social Service Consultant
- California State University San Bernardino
  - Dr. Ray Liles, Consultant
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- Susan Taylor, Assistant Network Officer
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- Making a Difference Foundation
  - Tammy DeHesa, Foster Parent
- Native American Indian Tribal Representatives
  - Paul Alvarado, Case Manager, Fort Mojave Indian Tribe
  - Dawn McElwain, Indian Child Welfare Act Director, Chemehuevi Indian Tribe
- Parent
  - Josh Harmon, parent
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  - Holly Benton, Probation Division Director II
  - Cathy Roland, Supervising Probation Officer
  - Chris Gardner, Supervising Probation Officer
  - Victoria Vahovick, Probation Officer II
- Public Defender, County of San Bernardino
  - Jennifer Cannady, Supervising Deputy Public Defender
- Public Employees Association
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  - Beth Zendejas
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  - Maury Manliguis, Public Health Administration
  - Kay Fangerow, Program Manager, Child and Family Health Services

- Sheriff's Department, County of San Bernardino
  - Jon Anderson
  - Quentin Holiday
- Superintendent of Schools, County of San Bernardino
  - Margaret Hill, Assistant Superintendent
  - Bernadette Pinchback, Manager, Foster Youth Services
- Superior Court for San Bernardino County
  - Honorable Marsha Slough, Presiding Judge of Juvenile Court
  - Lisa Jasso
  - Robin Sherman-Young, Director, Family and Children's Services
- Transitional Assistance Department, County of San Bernardino
  - Cindi Tamez, Deputy Director
  - Gwen Gregg, District Manager
- United Way, Inland Empire
  - Gary Madden, 211 Director
- Workforce Investment Board, County of San Bernardino
  - Stephanie Soto, PIC Aide

### **Participants in the San Bernardino County 2009-2012 System Improvement Plan**

DCS and Probation would like to thank the following individuals for their participation and valuable input in the SIP Core Team, the SIP Workgroups, and the review of the SIP at the Children's Policy Council meeting on January 28, 2009. Many of the Core Team members also participated in one or more of the three SIP Workgroups (Reunification, Placement Stability, and Permanence) or on the Children's Policy Council. The County would also like to thank the many other individuals who contributed to the development of the SIP as consultants, additional subject matter experts or provided support services.

#### **SIP Core Team Composition**

- Behavioral Health (DBH), County of San Bernardino
  - Jane Smith, Clinical Therapist II
- California Department of Social Services
  - Nina Dyba, Social Service Consultant
  - Ashley Franklin, Social Service Consultant
- Children's Network
  - Amy Cousineau, Network Officer
- Children's Services (DCS), County of San Bernardino
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  - Marlene Hagen, Child Welfare Services Manager
  - Carol Sittig, Child Welfare Services Manager
  - Jean Texera, Child Welfare Services Manager (Reunification Workgroup Leader)
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  - Nicky Hackett, Child Welfare Services Manager
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  - Laurie Passarella, Supervising Social Service Practitioner (Placement Stability Workgroup Leader)
  - Mary Anne Stoeber, Supervising Social Service Practitioner
  - Pamela Stewart, Supervising Social Service Practitioner
  - Sandra Williams, Supervising Social Service Practitioner
  - Amanda Tromblay, Supervising Social Service Practitioner
  - Kevin Anderson, Supervising Social Service Practitioner
  - Sandra Eastman, Supervising Social Service Practitioner
  - Deborah Ragsdale, Secretary I
  - Kristy Loufek, Social Worker II
  - Amber Dukes, Social Worker II (MSW Intern)

- Tasha Inman, Social Service Practitioner
  - Tracy Thorne, Social Service Practitioner
  - Kathy Turnbull, Social Service Practitioner
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  - Regina Coleman, Principal Assistant County Counsel
- Human Services, County of San Bernardino
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  - Kelly Cross, Statistical Analyst, Legislation and Research Unit
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**Members of SIP Workgroups, Children's Policy Council and Community Partners consulted regarding the 2009-2012 SIP**

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  - Melinda Ancrum, Clinical Therapist I
  - Stephen Morales, Peer and Family Advocate, Transitional Age Youth Center
- Board of Supervisors
  - Gary C. Ovitt, Chairman
  - Michael Delgado, Analyst, 4<sup>th</sup> District
- Cameron Hills Aftercare Services, Transitional Housing Program Plus
  - Michelle Albert
  - Lisa Kelley
  - Nikki Thurston
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  - Randall Higgins, Social Worker II (MSW Intern)
  - Cheryl Hill, Social Worker II
  - Victor Concepcion, Social Worker II
  - Debra Baeza, Social Service Practitioner
  - Maricruz Dominguez, Social Services Practitioner



- Ryan Berryman, Social Service Practitioner
  - Angela Gordon-Nichols, Social Service Practitioner
  - Tasha Inman, Social Service Practitioner
  - Lori Morgan, Social Service Practitioner
  - Makeba Parks, Social Service Practitioner
  - Jeany Zepeda, Social Service Practitioner
- Clyde Stewart's ILP
  - Florence Stewart
- County Administrative Office
  - Beatriz Valdez, Administrative Analyst
- County Counsel
  - Michael Markel, Supervising Deputy County Counsel
  - Jeff Moret, Deputy County Counsel
- Community Action Partnership
  - Charles, Adams, Deputy Director
- District Attorney
  - Karen Bell, Chief Deputy District Attorney
- First 5 of San Bernardino County
  - Cindy Faulkner, Interim Program Manager
- Foster Parents
  - Marilyn Evans
  - Maria Baker
  - Dorothy Beasley
  - Leticia Melton
  - Virginia Quigley
  - Jerry Young
- Human Services, County of San Bernardino
  - Linda Haugan, Assistant County Administrative Officer
  - Nancy Swanson, Director, Transitional Assistance Department
  - James Carver, Statistical Analyst, Legislation and Research Unit
  - Candyce Jillson, Program Specialist 1, Program Development Division
- Inland Regional Center
  - Mary Lynn Clark, Director of Regional Center
- Juvenile Court
  - Honorable Marsha Slough, Presiding Judge
  - Honorable Wilfred J. Schneider, Jr., Judge
  - Robin Sherman-Young, Director, Family and Children Services
  - Elaine Sterling, Court District Manager
  - Bernardette Hawkins, Court District Supervisor
  - Nataki Clark, Court Administrative Assistant II
  - Dane Burcham, Contract Attorney, Burcham & Stern
  - Monica Cazares, Contract Attorney, Friedman, Gebbie, Cazares & Gilleece
- Juvenile Court Mediation
  - Robin Sherman-Young, Director
  - Joe Navarro, Mediator
  - Janice Hilton-LeBlanc, Mediator
  - Sarah Macht, Mediator
- Native American Indian Tribal Representatives
  - Luke Madrigal, Executive Director, Indian Child & Family Services
  - Dr. Renda Dionne, Ph.D., Clinical Director, Indian & Child Family Services
  - Jennifer M. Edney, M.A., MFTI, FFA and Program Supervisor, Indian Child & Family Services
- Olive Crest, Transitional Housing Placement Program
  - Jessica McElroy, Manager
- Preschool Services
  - Ron Griffin, Director
- Probation Department, County of San Bernardino
  - Rick Arden, Deputy Chief Probation Officer

- Michelle Williams, Probation Officer III
  - Tom Shiley, Probation Officer II
  - Sarah Quinonez, Office Assistant IV
- Project Focus
  - Dwaine Jackson
- Public Defender
  - Christopher Gardner, Chief Deputy Public Defender
- Public Health, County of San Bernardino
  - Meaghan Ellis, Division Chief
  - Judy Cohen, Supervising Public Health Nurse
- San Bernardino Valley College
  - Barbara Nichols
- Sheriff's Department
  - Danielle Boldt, Sergeant
- Superintendent of Schools, County of San Bernardino
  - Margaret Hill, Assistant Superintendent
  - Olga Valdez, Foster Youth Services
- Youth
  - Roxie Findsen, Peer and Family Assistant II

Parent participation in the C-CFSR process and meetings, as well as all other parent-appropriate activities, is encouraged and supported whenever possible. The Children's Policy Council meetings are open to the public and parents are encouraged to attend. When necessary, DCS is able to provide gas scrip or bus tickets to parents to cover the cost of transportation to and from meetings or activities. This transportation assistance is not funded with CAPIT/PSSF. In addition, many of the County's service providers may provide transportation or transportation assistance to parents. Parent and foster parent participation may also be recognized with training credits.

Periodically, parents and foster parents participate in surveys regarding the County's child and family services. In March 2008, relative caregivers participated in a survey regarding services received at kinship support centers currently contracted by the County.

## **FINDINGS THAT SUPPORT QUALITATIVE CHANGE**

### **Recap of the findings of the 2008 Peer Quality Case Review (PQCR)**

The chosen focus area for the San Bernardino County 2008 PQCR was **Engaging Transition Age Youth in Case Planning for the Future**. The goal was to capture vitally important input relative to involving youth in planning for their transition to self-sufficient adulthood.

The PQCR consisted of a review of summaries of fifty selected cases; one-hour interviews with selected social workers and probation officers; and focus groups for care providers, supervisors, group homes, youth, service providers, and Independent Living Program (ILP) coordinator/recruiters and instructors. A team of Probation Officers and Social Workers from six counties shared their practice wisdom and participated as interviewers (Fresno, Imperial, Los Angeles, Orange, Riverside and Tuolumne). The PQCR provided an opportunity for all participants to share their perspectives regarding best practices (what works); barriers and challenges; and recommendations for change.

Summary of Practice Strengths found in the PQCR (strength-based practices of Social Workers and Probation Officers interviewed during the PQCR):

- Believing that the longer the youth has the same Social Worker or Probation Officer the greater the chances for a successful consistent relationship and successful outcomes for the youth.
- Understanding the importance of contact with the youth more frequently than just a monthly basis.
- Remaining knowledgeable of current Independent Living Program (ILP) services.
- Helping youth develop realistic plans for their future.

- Helping youth to identify at least one adult with whom the youth can establish a positive lifelong connection.
- Recognizing the support and benefit youth and families receive from Wraparound services.
- Getting creative in finding resources and volunteering to get involved in youth activities.
- Considering socio-economic and cultural issues when working with youth and families.
- Empowering youth to make decisions by giving them choices.
- Turning barriers and challenges into strengths.
- Probation Officers find the evidence-based assessment tool called COMPAS to be particularly useful.

#### Summary of Recommendations found in the PQCR for Improving Practices:

- Reduce the number of Probation Placement cases and increase Wraparound services offered to youth, thereby reducing the number of re-offenders.
- Train group home staff how to motivate youth and families to participate in preparing for the youth's future.
- Improve communication between Court and Probation, and between counties.
- Find and develop more counseling services, housing, transportation, employment and mentoring resources.
- Reduce the size of caseloads.
- Recruit specialized caseworkers to work with transitioning youth.
- Provide more transitional living for pregnant teens.
- Provide parenting training to teens.
- Address the youth's emotional progress towards independence.
- Begin transition preparation services at an earlier age and make youth participation in Independent Living Program services mandatory.
- Develop and implement a youth employment program to help youth find and keep a job.
- Offer training to Social Workers and Probation Officers in special needs of foster youth, such as self-esteem, run away behavior, drug/alcohol abuse, and mental health issues.
- Conduct a community resource fair for transitioning youth, social workers, and care providers.
- Develop an apprenticeship and volunteer program for youth that would give them practical experience, allow them to develop a sense of empathy for others, and give them a sense of pride that they are contributing to their communities.
- Keep supervisors aware of resources available to transitioning youth.
- Expect supervisors to be continually involved in cases involving transitioning youth.
- Place further emphasis on encouraging and supporting youth to stay in school and earn enough credits to graduate on time.

#### PQCR interviewees and focus group participants identified the following areas in which State assistance is needed:

- To develop specialized teen units and smaller caseloads;
- To fund ILP at an earlier age;
- To fund the development of a regional resource database;
- To use Medi-Cal to pay for braces and other medical/dental needs;
- To fund the requirement of on-going training for foster parents on how to help youth prepare for adulthood.

#### **Recap of input from 2008 County Self-Assessment (CSA) Workgroups and Focus Groups**

CSA Workgroups were convened around the **Seven Systemic Factors** affecting child and family services in San Bernardino County. These systemic factors are defined in federal law and used in the Federal Child and Family Services Review. The workgroups were formed to examine these factors and how they relate to practice in San

Bernardino County. The workgroups also identified strengths, barriers, and suggestions for change. In addition, focus groups were held for most of the systemic factors. These Seven Systemic Factors are:

- Relevant Management Information Systems,
- Case Review System,
- Foster/Adoptive Parent Licensing,
- Recruitment and Retention,
- Quality Assurance System,
- Service Array,
- Staff/Provider Training, and
- Agency Collaborations.

The comprehensive assessment of the County Child Welfare Services system identified many strengths. A few of the strengths identified are:

- DCS utilizes a number of best practice initiatives to promote strength-based, collaborative approaches in working with families;
- Family To Family and Team Decision Making facilitates a strength-based, collaborative relationship between social workers and parents, and provides for early case planning and service delivery;
- Concurrent planning efforts improve permanency prospects for children;
- Court Officers, County Counsel and Court Services staff are important resources for social work staff;
- Mediation is a valued process and facilitates resolutions;
- Collaborative relationships between DCS, Probation, Department of Public Health, Department of Behavioral Health (DBH) and the Court improves the County's ability to provide services to children and families;
- DCS Educational Liaisons, Peer and Family Advocates, ILP and Wrap serve to enhance services and planning for youth;
- Concurrent planning efforts improve permanency prospects for children;
- Improved communication between the Court, Public Defender, District Attorney and Probation staff has led to better problem solving in regular meetings in which all involved agencies are "at the table".

Focus groups listed the following barriers to collaboration that adversely affect the delivery of services to families and children:

- Time demands generated by sheer caseload size and workload often inhibited the ability to attend collaborative meetings on behalf of clients;
- Poor communication between agencies;
- Fragmentation of services;
- Territorial attitudes among some workers that seemed to be related to a feeling of "ownership" of certain cases that were, in reality, shared cases;
- Lack of respect for and understanding of the roles and responsibilities of professionals from agencies other than one's own;
- Concerns with confidentiality that prevented the sharing of needed information;
- Laws, regulations, policies, and practices that prevented the timely sharing of information and acquisition of resources and services for unique groups such as children with special health care needs;
- Minimal level of cooperation between IRC and the other social service agencies.

Focus groups recommended the following changes and improvements in order to enhance collaboration between agencies involved in Child Welfare and Juvenile Probation Services:

- Increase the levels of staff in agencies so more effective casework could be practiced;
- Develop more specialized units to increase the level of competence and practice skills among workers which would lead to better outcomes;
- Cross train line level workers of Probation, DCS, DBH and law enforcement so that they better understand each others roles and professional responsibilities. This cross training might even include "ride-alongs";
- Encourage agencies to proactively reach out to each other and engage in discussions of mutual interest;
- Update internal agency policy manuals to more accurately reflect how practice is actually being conducted;
- Develop interagency policies and procedures that would inform line social workers and supervisors how to handle cases from a systems perspective rather than an individual agency perspective, in order to improve

the quality of services to the County's children and families who are often served by more than one agency at a time.

The County and its service providers offer an extensive and diverse array of prevention and intervention services to children and families. However, the Outcomes Workgroup identified the need to make services available for families in all areas of the County. Families residing in the remote desert regions are challenged with transportation and distance issues in accessing services. The workgroup recommended co-located (one-stop) service centers where families being served by DCS and Probation could obtain a variety of services.

The workgroups recommended that the County enhance the manner in which it manages community resource information. Recommendations were made to increase the availability of this information to social workers, probation officers, and others to assist them in linking families with the needed services.

The Quality Assurance Workgroup confirmed the findings of other workgroups identifying a need to provide staff and care providers with additional training on cultural competency with particular focus on Native American cultures. Additionally, training on poverty, substance abuse, and gangs was recommended.

The Quality Assurance Workgroup recommended that the County should focus on improving outcomes in the four areas selected for this SIP (C1.3, C3.1, C3.3, and C4.3). The workgroup determined that improvement in these measures will reflect improved outcomes for older youth in care. This focus is carried over from the County's 2008 PQCR theme of *Engaging Transition Age Youth in Case Planning for the Future*.

#### **Recap of input from the 2009 SIP Foster Parent Focus Group**

Foster parents met with staff from System Resources to provide their views regarding the challenges related to the selected outcome measures for Reunification, Placement Stability and Permanency. Foster parents voiced their concerns and needs, and their recommendations.

##### **Reunification - C1.3 Reunification Within 12 Months (Entry Cohort) From Time Of Removal**

###### *Challenges:*

- There is a lack of networking available for foster parents to provide an avenue of support
- Social worker and foster parent need to work together as a team
- Foster parents need a central contact in DCS to voice their concerns regarding how social worker is handling the case
- Social Workers tend to minimize problems reported by foster parents
- Foster parents have concerns that services are impeded if they complain

###### *Recommendations:*

- More effort should be made to place children in proper home at first placement; discussion with foster parent regarding child's problems prior to placement; foster parents should be made aware of criterion for SCR's (Specialized Care Rates)
- Foster parents should provide proper counseling and environment
- DCS should hire an experienced foster parent as an advocate for foster parents
- Health and Education Passport should accompany child at time of placement; foster parents want to know about runaway tendencies, mental health issues, school expulsions, etc, at time of placement

##### **Permanency - C3.1 Exits To Permanency (24 Months In Care) C3.3 In Care 3 Years Or Longer (Emancipated/Age 18)**

###### *Challenges:*

- Lack of networking for foster parents
- Concern about loss of services/benefits with guardianship and adoption for both child and foster parent

###### *Recommendations:*

- Provide a cooperative networking process with Central Placement Unit, social workers, foster parents, ILP/Aftercare, and other service providers
- Foster parents should ensure youth take advantage of ILP and Aftercare services

- Prepare youth to emancipate; TILP needs to be focused on what youth wants, not what social worker thinks child should do
- Train foster parents and social workers in services and financial support and consequences of adopting or obtaining guardianship

#### Placement Stability - C4.3 Placement Stability (At Least 24 Months In Care)

##### *Challenges:*

- SCR's (Specialized Care Rates): social workers should be aware of rules for determining payment, at time of placement; social workers sometimes seem to misunderstand the source and availability of funding for SCR's; both social workers and foster parents have confusion around criteria for SCR's
- Foster parents need to be more fully informed prior to accepting placement regarding any behavioral problems child has already exhibited
- Wrap services and providers are sometimes inexperienced and provide minimal benefit to child and family; social worker and wrap provider should not undermine house rules, and allow child to play social worker against foster parent; all should have a clear understanding of the guidelines established in home
- Stabilize child's behavior before moving child to a permanent placement
- Some services, such as Victor Family of Services - FICS (in home therapy) need to work better with foster parents and not be a burden to them
- Social workers and foster parents should be aware of the child's social and emotional issues and needs to ensure child gets necessary treatment
- DCS should make foster parent classes available in high desert, particularly for dealing with difficult children and understanding SCR criterion

##### *Recommendations:*

- Foster parents and DCS need to create a network of cooperation
- Focus on placement in proper home capable of handling child's behavioral/emotional needs
- Utilize all resources available to support child
- Foster parents to set guidelines for child, and help them to feel accepted in the home
- Social workers need to spend quality time interacting with child and foster parent; do not be preoccupied with paperwork or documenting contacts
- DCS should recruit volunteers to help maintain continuous contact with child and foster parent; child needs at least one consistent and reliable person in their lives despite changes in placements and social workers

#### **Recap of input from the 2009 SIP Juvenile Court Workgroup**

DCS staff met with Juvenile Court judges, Court administrators and Court mediators, along with County Counsel and contracted attorneys to review the SIP. This workgroup contributed clarification to the contents of the SIP.

#### **Other Techniques Used for Data Collection**

##### **Survey of Independent Living Program Youth:**

Recently, as part of an effort to increase awareness and participation in San Bernardino County's Independent Living Program (ILP), a telephone survey of youth in out-of-home placements (e.g., relative/NREFM, county-licensed foster family home, foster family agency certified home, small family home, or group home) was conducted to identify the following:

- Rate of participation in ILP activities;
- Barriers to participation in ILP activities;
- Employment status;
- Educational settings and needs (e.g., tutoring);
- Interest in learning life skills;
- Preparedness for living on their own; and
- Plans for life after foster care.

Two hundred thirteen youth completed the survey from a group of about 550 youth who, at the time, were in an out-of-home placement and were 16 to 19 years of age. The final results have not yet been published.

Survey of Providers by the Program Development Division (regarding service to culturally diverse populations and disabled individuals):

A recent survey of DCS contracted providers shows that most providers claim they are sufficiently staffed to serve a culturally diverse population (63.16%) and the disabled (84.21%). Contracts contain language requiring contractors to meet Federal and State standards under the Equal Employment Opportunity Commission (EEOC) and the Americans with Disabilities Act. The survey also showed that most contractors do not believe the disabled are a significant portion of the population they serve. It is interesting that even though providers have served approximately 900 disabled individuals (10% of their clients) in each of the last 2 years, the providers did not see them as a significant part of their client population.

#### Survey of DCS Social Work Staff (regarding service to Native American populations):

In a separate attempt to gather information about training needs, an on-line survey on issues of cultural competency was administered from 8/14/08 to 9/9/08 to 493 staff members from DCS. Some of the most significant results of the survey were for questions related to ICWA and Native American families. Some of the most common responses expressed the need for the following:

- Training on how to identify a child who qualifies for ICWA;
- Training and updates on new ICWA guidelines ("refresher courses");
- Training on placements of ICWA children (What factors should be considered when placing the child? How is this type of placement different from a placement for a non-ICWA child?);
- Training on the adoption process of ICWA children;
- Training on the Native American culture;
- Learning about culturally appropriate community resources and contacts for Native American families;
- Training in other matters related to local Native American Tribal populations;
- Developing stronger relationships with the tribes in San Bernardino County.

#### Survey of DCS Social Work Staff (regarding service to racially and ethnically diverse populations):

A survey of DCS social work staff was conducted to assess overall understanding and sensitivity to racial and ethnic disparities. This survey resulted from a strategy contained in the 2007 SIP. Completed surveys were received from 336 DCS staff members, resulting in a response rate of 68%. The findings of this survey were:

- The majority (53%) of staff believes that ethnic/racial biases "sometimes" influence decisions made about foster care referrals or cases.
- The majority (57%) of staff also believes that ethnic/racial biases are "sometimes" embedded in child welfare policies, programs, or practices such that they result in unequal treatment of minority groups.
- The majority (78%) of staff believes that certain ethnic/racial groups are overrepresented in the County's child welfare system.
  - Of the staff that believes certain groups are overrepresented, more than half (57%) believe that Hispanic children are overrepresented.
  - Of the staff that believes certain groups are overrepresented, almost all (91%) believe that African-American children are overrepresented.
  - "Family in poverty" and "Substance abuse of parent" were reported by the majority of staff (68% and 66%, respectively) as reasons for the overrepresentation of African-American children in the County's child welfare system.
- Staff was almost evenly split on whether all ethnic/racial groups receive similar treatment and/or services, with 49% reporting that all ethnic/racial groups receive similar services and 51% reporting that they do not believe all groups receive similar services.
  - Of the 51% who believe services and treatment are not similar for different groups, the majority thought that African-American and Hispanic families receive different services and/or are treated differently.
- The majority of social workers reported that the following factors are problems in San Bernardino County:
  - Lack of bilingual translators;
  - Lack of bilingual or culturally sensitive counseling services;
  - Lack of bilingual or culturally sensitive legal services;
  - Lack of culturally and ethnically sensitive parenting classes;
  - Lack of culturally and ethnically diverse staff/therapists;
  - Lack of accessibility to resources for certain ethnic/racial groups.

**Outcome/Systemic Factor:** C1.3 Reunification Within 12 Months (Entry Cohort) From Time Of Removal

**Explanation of Measure:**

C1.3 This measure computes the percentage of children reunified within 12 months of removal for a cohort of children first entering foster care. The entry cohort is comprised of children entering foster care for the first time during a 6-month period. This measure contributes to the first permanency composite. The 12 month cutoff to reunification is based on the latest date of removal from the home with children in care for less than 8 days excluded. Children with a current placement of "trial home visit" are included in the count of children reunified in less than 12 months if that visit lasted at least 30 days, its start-date fell within 11 months of the latest removal date, and it was the final placement before the child was discharged from foster care to reunification. The denominator is the total number of children in the 6-month entry cohort; the numerator is the count of children in the cohort who were reunified within 12 months of removal. Discharge to reunification is defined as an exit from care to parents or primary caretaker(s) and includes the following placement episode termination reason types [CWS/CMS codes in square parentheses]: Reunified with Parent/Guardian (Court) [5439], Reunified with Parent/Guardian (Non-Court) [5440], Child Released Home [5513]. (Age 0 to 17 years.)

**County's Current Performance:** C1.3 - According to the January 2009 Quarterly Data Report (Quarter 2 of Year 2008 for San Bernardino County) issued by the California Department of Social Services, of the 710 children who entered the foster care system for their first time during the 6-month study period and stayed in foster care for at least 8 days, 275 were reunified with their families within 12 months of the date of removal from their families. This is a 38.7% rate of reunification. This is a decline in performance when compared to the previous reporting period.

**Improvement Goal 1.0** Increase early engagement of parents in the reunification process.

**Strategy 1.1** Continue implementation of intake TDM's (Team Decision Making meeting) and expand use of TDM's for all children.

<input checked="" type="checkbox"/>	<b>CAPIT</b> (1,24)
<input type="checkbox"/>	<b>CBCAP</b>
<input checked="" type="checkbox"/>	<b>PSSF</b> (1,24)

**Strategy Rationale** Partnering with parents allows the parents to be involved in planning for the safety and placement of the child. As a Family To Family county, San Bernardino is committed to expanding the use of TDM's.

<b>Milestone</b>	<b>1.1.1</b> Train additional TDM facilitators to meet implementation needs.	<b>Timeframe</b>	12 months (07/01/09-06/30/10)	<b>Assigned to</b>	Placement Resources Division, System Resources Division, Annie E. Casey Foundation
	<b>1.1.2</b> Encourage resource parent participation in TDM's.		02/01/09-ongoing		Regional Managers and Supervisors, Regional Social Workers
	<b>1.1.3</b> Implement regional TDM workgroups to address local barriers and challenges to conducting TDM's.		12 months (07/01/09-06/30/10)		Placement Resources Division, Family To Family TDM Strategies Committee



<b>Strategy 1.2</b> Rollout Icebreakers to caregivers, parents and social workers in all regions.		<input checked="" type="checkbox"/>	<b>CAPIT (2)</b>	<b>Strategy Rationale</b> Icebreakers involves open, face-to-face communication between caregivers to transition a child from one home to another, enhancing the possibility of early reunification. The Icebreaker engages the parent in acquainting the resource parent with the child's likes, dislikes, and things that will help the child to transition easier.		
		<input type="checkbox"/>	<b>CBCAP</b>			
		<input checked="" type="checkbox"/>	<b>PSSF (2)</b>			
<b>Milestone</b>	<b>1.2.1</b> Develop training materials to teach resource parents, birth parents, group home staff, Probation, Department of Behavioral Health and social workers how Icebreakers can assist in reunification efforts.	<b>Timeframe</b>	6 months (03/01/11-08/31/12)		<b>Assigned to</b>	Placement Resources Division, System Resources Division, PERC (Performance, Education, Resource Center)
	<b>1.2.2</b> Provide Icebreakers information at TCBD (Taking Care of Business Day) to potential foster/adoptive resource parents, at PRIDE classes (Parent Resources for Information, Development and Education), and at Association of Foster Family Agency meetings.		08/31/12-ongoing			Placement Resources Division
	<b>1.2.3</b> Include Icebreakers in staff trainings and resource parent trainings.		08/31/12-ongoing			Placement Resources Division, Regional New Initiatives Supervisors
<b>Strategy 1.3</b> Ensure that parents understand Court timelines, processes and legal rights and have on-going support.		<input checked="" type="checkbox"/>	<b>CAPIT (5,8,15,23)</b>	<b>Strategy Rationale</b> Parents need to understand, early in the case planning process, the Court timeframes so that they will make efforts from the beginning to rectify the issues that caused their children to be removed.		
		<input type="checkbox"/>	<b>CBCAP</b>			
		<input checked="" type="checkbox"/>	<b>PSSF (5,8,15,23)</b>			
<b>Milestone</b>	<b>1.3.1</b> Explore possibility of developing a system of weekly support groups for parents through PSSF providers and/or the County Department of Behavioral Health (DBH).	<b>Timeframe</b>	12 months (02/01/09-01/31/10)		<b>Assigned to</b>	System Resources Division, Placement Resources Division, Regional Supervisors Committee
	<b>1.3.2</b> Implement required orientation in operational regions for new parents involved in the Juvenile Court system. Orientation meeting to include Court video, parent partners, question and answer time, and referral to support groups.		6 months (02/01/09-07/31/09)			System Resources Division, Regional Supervisors Committee, Community Partners, Service Providers, Regional Training Supervisors

	<b>1.3.3</b> Heighten awareness of parents’ and children’s attorneys to services provided by the County Department of Children’s Services (DCS).		02/01/09-ongoing			System Resources Division, Program Development Division
	<b>1.3.4</b> Develop and provide a packet of information to clients including a glossary of terms and lists of service providers and other resources, including the County 211 system.		02/01/09-ongoing			System Resources Division, Program Development Division, Regional Supervisors Committee
<b>Strategy 1.4</b> Increase the immediate provision of services to parents			<input checked="" type="checkbox"/>	<b>CAPIT</b> (5,6)	<b>Strategy Rationale</b> Connecting parents to appropriate services as soon as possible will improve the opportunity for the parents to reunify with their children in a shorter period of time.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF</b> (5,6)		
<b>Milestone</b>	<b>1.4.1</b> Provide immediate referrals to Alcohol and Drug Services (ADS) providers, appropriate providers of therapy and/or drug court at initial TDM whenever possible.	<b>Timeframe</b>	02/01/09-ongoing		<b>Assigned to</b>	Regional Social Workers
	<b>1.4.2</b> Partner Intake Social Worker with case managing (Carrier) social worker early in court process in order to encourage parental participation, minimize change and facilitate relationship building with parent.		09/01/09-ongoing			Regional Social Workers, Regional Supervisors
	<b>1.4.3</b> Increase accessibility and availability of services to clients through continued recruitment of culturally competent service providers in all geographical regions of the County.		03/01/09-ongoing			Program Development Division, Contracted Vendor, Family To Family RTS Strategy Committee
	<b>1.4.4</b> Encourage service providers to be proactive in their contact with parents in order to build supportive relationships as soon as possible and encourage parental participation.		02/01/09-ongoing			Regional Social Workers, System Resources Division, Program Development Division

	<b>1.4.5</b> Continue to rollout Linkages to all regions and evaluate every case for appropriateness of Linkages, expanding use of Linkages to include Family Reunification cases.		36 months (02/01/09-01/31/12)		Linkages Supervisor and Social Worker, Regional Management
<b>Improvement Goal 2.0</b> Increase emphasis on reunification planning to facilitate early transition of children to the parents' home and support families post reunification.					
<b>Strategy 2.1</b> Increase resource (foster/relative caregiver) parent role in mentoring parents before and after reunification		<input checked="" type="checkbox"/>	<b>CAPIT (2,28)</b>	<b>Strategy Rationale</b> Resource parents are part of the team and work in partnership with the child, family, worker, and other involved service providers. Resource parents can be recruited and trained to strengthen and maintain the bond between the children and their birth parents, act as partners with the birth parents and participate in the development and implementation of the child's permanency plan.	
		<input type="checkbox"/>	<b>CBCAP</b>		
		<input checked="" type="checkbox"/>	<b>PSSF (2,28)</b>		
<b>Milestone</b>	<b>2.1.1</b> Continue to teach Family To Family (F2F) strategies to resource parents during PRIDE Training (Parent Resources for Information, Development and Education)	<b>Timeframe</b>	03/01/09-ongoing		Placement Resources Division, Contracted Vendor
	<b>2.1.2</b> Recruit resource parents willing to be mentors to other resource parents.		07/01/09-06/30/11		Foster Parent Association, Contracted Vendor, Foster Family Agencies, Family To Family RTS Strategy Committee
	<b>2.1.3</b> Train resource parent mentors to teach other resource parents how to support reunification with Family To Family (F2F) strategies.		07/01/09-06/30/11		Foster Parent Association, Contracted Vendor, Foster Family Agencies, Family To Family RTS Strategy Committee
	<b>2.1.4</b> Implement quarterly meetings between County licensed resource parents, Foster Family Agency resource parents, group home staff and regional new initiatives supervisors to problem solve F2F issues.		07/01/09-ongoing		Regional RTS, Countywide RTS, Regional New Initiative Supervisors, Placement Resources Division
	<b>2.1.5</b> Train kincare providers to provide support to parents		07/01/09-ongoing		Kinship Support Centers, Placement Resources Division

<b>Strategy 2.2</b> Utilize resources for in-home treatment and support prior to and following reunification			<input checked="" type="checkbox"/>	<b>CAPIT</b> (10,14,23)	<b>Strategy Rationale</b> There is a need to assess and if necessary, provide supportive in-home services for the safety and stability of the family.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF</b> (10,14,23)		
<b>Milestone</b>	<b>2.2.1...</b> Utilize Family Group Decision Making (FGDM) to plan for child’s safety and support for parents to work toward reunification.	<b>Timeframe</b>	02/01/09-ongoing		<b>Assigned to</b>	Regional Supervisors, Regional Social Workers
	<b>2.2.2...</b> Utilize Success First, Wrap, and other intensive services for children provided by the County Department of Behavioral Health (DBH) and other agencies to provide support for child in parents’ care.		02/01/09-ongoing			Regional Supervisors, Regional Social Workers
<b>Strategy 2.3</b> Implement reunification conferencing tailored to individual family needs.			<input checked="" type="checkbox"/>	<b>CAPIT</b> (1)	<b>Strategy Rationale</b> Reunification conferencing provides for a comprehensive approach with the parents to provide for the child’s needs. This holistic approach will also ensure that supports are in place for the parents.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF</b> (1)		
<b>Milestone</b>	<b>2.3.1</b> Plan a process and structure utilizing a bio-psychosocial format for assessment of the family.	<b>Timeframe</b>	3 years (03/01/09-02/28/12)		<b>Assigned to</b>	Regional Supervisors, Regional Social Workers, Program Development Division
	<b>2.3.2</b> Implement conferencing utilizing extended family, Social Worker, Public Health Nurse, community supports, financial planning (CalWORKS), ADS provider or sponsor, review of client needs, post-reunification Family Maintenance plans and safety plans.		3 years (03/01/09-02/28/12)			Regional Supervisors, Regional Social Workers
<b>Strategy 2.4</b> Utilize the CAT (Comprehensive Assessment Tools) for assessment of reunification readiness and risk and safety factors.			<input type="checkbox"/>	<b>CAPIT</b>	<b>Strategy Rationale</b> This tool will provide a best practice means to evaluate reunification readiness of the parent(s) in order to reduce risk in Child Welfare cases.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input type="checkbox"/>	<b>PSSF</b>		
<b>Milestone</b>	<b>2.4.1</b> Rollout CAT Version 2.0 to all staff.	<b>Timeframe</b>	3 months (02/01/09-06/30/09)		<b>Assigned to</b>	System Resources Division
	<b>2.4.2</b> Provide updated policy and procedures to support use of the CAT.		3 months (02/01/09-06/30/09)			System Resources Division, Program Development Division

	<b>2.4.3</b> Supervisors will ensure completion of CAT by social workers at all decision points in every case.		02/01/09-ongoing		Regional Supervisors
	<b>2.4.4</b> At monthly conferences with individual caseworkers, Supervisors will discuss the CAT Continuing Services tool to determine reunification readiness.		02/01/09-ongoing		Regional Supervisors
<b>Describe any additional systemic factors needing to be addressed that support the improvement plan goals.</b> Case Review - Parents often do not understand the court process and what is ordered. Additionally, they often do not have enough time with their attorneys. In order to assist parents' understanding of the process, a court video was created. However, there were problems showing the video in a location where it could be viewed.  Comprehensive Assessment Tool (CAT) – This child risk and safety tool is composed of five assessment instruments to inform decision-making at the major decision points in the life of a case. The Department of Children's Services will implement the CAT to all social work staff in operational regions and encourage supervisors to support the full use of the tool.  Services Array – A need was identified to support and improve efforts to have a central, accurate, usable and living database of services available. As the 211 Information System is already in place, it has been suggested to upgrade the current database to include current information regarding the many services available throughout the County.					
<b>Describe educational/training needs (including technical assistance) to achieve the improvement goals.</b> Continue to teach Family To Family resource strategies to resource parents, mentors, parents, relatives, group homes and social work staff.					
<b>Identify roles of the other partners in achieving the improvement goals.</b> County Department of Behavioral Health and contracted PSSF/CAPIT vendors will provide necessary services in the most accessible and culturally appropriate manner to meet the needs of the child and family. Maintain technical assistance from Sphere Institute for the CAT Version 2.0 rollout.					
<b>Identify any regulatory or statutory changes needed to support the accomplishment of the improvement goals.</b> Increase funding to adequately support the minimum staff and client resources to meet all state and federal mandates for the provision of Child Welfare Services.					

**Outcome/Systemic Factor:** C3.1 Exits To Permanency (24 Months In Care)  
C3.3 In Care 3 Years Or Longer (Emancipated/Age 18)

**Explanation of Measures:**

C3.1 This measure computes the percentage of children discharged to a permanent home by the last day of the year and prior to turning 18, who had been in foster care for 24 months or longer. The denominator consists of all children in foster care for 24 continuous months or longer on the first day of the year; the numerator includes those children with a placement episode termination date that occurred by the last day of the year and before the child's 18th birthday, and a placement episode termination reason coded as reunification with parents or primary caretakers, discharge to guardianship, or discharge to adoption. This measure contributes to the third permanency composite. (Age 0 to 17 years.)

C3.3 This measure computes the percentage of children in foster care for 3 years or longer who were then either discharged to emancipation or turned 18 while still in foster care. The denominator consists of all children discharged to emancipation or who turned 18 while still in foster care during the year; the numerator includes those children for whom the time from the date of the latest removal from home to the date of discharge to emancipation, or the date the child turned 18, was equal to or greater than 3 years. This measure contributes to the third permanency composite. (Age 0 to 18 years.)

**County's Current Performance:**

C3.1 - According to the January 2009 Quarterly Data Report (Quarter 2 of Year 2008 for San Bernardino County) issued by the California Department of Social Services, of the 1,713 children who were in the foster care system on the first day of the year and by that date had been in foster care for 24 continuous months, 443 were discharged to permanency by the last day of the year and before the child's 18<sup>th</sup> birthday. This is a 25.9% rate of exit to permanency. This is an improvement in performance over the previous reporting period.

C3.3 - According to the January 2009 Quarterly Data Report (Quarter 2 of Year 2008 for San Bernardino County) issued by the California Department of Social Services, of the 284 children who during the year were discharged to emancipation or during the year turned 18 while still in foster, 175 had been in foster care for 3 years or longer on the date they were discharged to emancipation or the date they turned 18. This is a 61.6% rate of children emancipating or turning 18 without having obtained permanence. [Note: Improvement for this measure is reflected as this rate decreases.] This is a decline in performance over the previous reporting period.

**Improvement Goal 1.0** Improve connections for youth to increase the likelihood of achieving permanence within given timeframe for measurable improvement.

<b>Strategy 1.1</b> Ensure family connections are maintained.	<input checked="" type="checkbox"/>	<b>CAPIT</b> (1,2,5)	<b>Strategy Rationale</b> In order to increase the likelihood of children achieving permanence, it is important that youth are connected to individuals that provide a sense of self and a sense of relationship. This in turn, will provide alternative placement options.
	<input type="checkbox"/>	<b>CBCAP</b>	
	<input checked="" type="checkbox"/>	<b>PSSF</b> (1,2,5)	

<b>Milestone 1.1.4</b>	<b>1.1.1</b> Continue to implement and conduct pilot of CPYP (California Permanency for Youth Project) in which 40 County foster youth will be tracked as they receive CPYP services.	<b>Timeframe</b>	12 months (02/01/09-01/31/10)	<b>Assigned to</b>	Placement Resources Division, CPYP Presenters, Regional Supervisors, Regional Social Workers
	<b>1.1.2</b> Provide regional training to selected CPYP pilot group of SSP/SSSPs on the Six Steps to Family Finding, Grief and Loss issues and Case Mining.		3 months (02/01/09-04/30/09)		Placement Resources Division, System Resources Division, PERC (Performance, Education, Resource Center), CPYP Presenters
	<b>1.1.3</b> Develop and provide six-step CPYP (California Permanency for Youth Project) training to all social work staff in all regions.		02/01/10-01/31/11		Placement Resources Division, System Resources Division, PERC (Performance, Education, Resource Center), CPYP Presenters
	<b>1.1.4</b> Initiate review of each case for possible relatives that may be in the record.		02/01/09-ongoing		Regional Supervisors, Regional Social Workers
	<b>1.1.5</b> Supervisors will discuss permanency at monthly case conference with their social workers utilizing a standardized form to guide the discussion.		04/01/09-ongoing		Regional Supervisors, Regional Social Workers
	<b>1.1.6</b> Explore methods to properly document family connections and file in case file and CWS/CMS.		6 months (03/01/09-09/30/09)		Regional Supervisors, Program Development Department, Placement Resources Division
	<b>1.1.7</b> Ensure the Paternity and Family Information Questionnaire is completed for each case file and included each time the case transfers between social workers.		02/01/09-ongoing		Regional Social Workers
	<b>1.1.8</b> Continue to revise Concurrent Planning protocol and DCS Concurrent Planning Review (CPR) documents for more in-depth permanence review.		6 months (01/01/09-06/30/09)		Placement Resources Division, System Resources Division, Program Development Division, CPS Managers and Supervisors, Adoption Managers and Supervisors

	<b>1.1.9</b> Social Worker will be prepared at each CPR to present to CPR team in order to reassess status of relatives and parents for PPLA children (Permanent Placement Living Arrangement).		02/01/09-ongoing			Regional Social Workers
<b>Strategy 1.2</b> Increase the use of mentors to provide additional support and guidance to children and families.			<input type="checkbox"/>	<b>CAPIT</b>	<b>Strategy Rationale</b> Mentoring will provide youth with a support system to promote positive behaviors and lessen problem behaviors in order to increase the likelihood of achieving permanence.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF (28)</b>		
<b>Milestone</b>	<b>1.2.1</b> Train staff to access and use CASA and other culturally competent community services that provide mentoring services to youth.	<b>Timeframe</b>	12 months (02/01/09-01/31/10)		<b>Assigned to</b>	Regional Supervisors, Regional New Initiatives Units, CASA; Community-Based Partners; Placement Resources Division; System Resources Division
	<b>1.2.2</b> Increase referrals to the CASA Program.		12 months (02/01/09-01/31/10)			Regional Social Workers, CASA Program, Court
<b>Strategy 1.3</b> Increase support to relative caregivers, guardianship and adoptive families.			<input checked="" type="checkbox"/>	<b>CAPIT (5,14-20,25-29)</b>	<b>Strategy Rationale</b> Supportive services will increase the likelihoods of maintaining placements and connections for children.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF (5,14-20,25-29)</b>		
<b>Milestone</b>	<b>1.3.1</b> Refer all relative caregivers/NREFMs to a Kinship Center closest to their community.	<b>Timeframe</b>	02/01/09-ongoing		<b>Assigned to</b>	Placement Resources Division, Regional Supervisors, Regional Social Workers
	<b>1.3.2</b> Develop charts, guides and job aids for Social Workers to use in determining caregiver eligibility for programs and services.		6 months (02/01/09-07/31/09)			Placement Resources Division, Program Development Division
	<b>1.3.3</b> Train social workers, caregivers and relatives/NREFMs (Non-Related Extended Family Members) on the resources that are available to them such as Kinship Guardian Assistance Program (KinGAP), Specialized Care Rates (SCR's) and Adoption Assistance Program (AAP).		8 months (02/01/09-09/30/09)			Placement Resources Division, Regional Supervisors



	<b>1.3.4</b> Train social workers on post-adoptive services for families through the provision of contact numbers and written material explaining the services.		8 months (02/01/09-09/30/09)		Placement Resources Division, Regional Supervisors
<b>Improvement Goal 2.0</b> Increase the number of children placed in a family setting.					
<b>Strategy 2.1</b> Increase the number of County licensed foster and adoptive families.		<input checked="" type="checkbox"/>	<b>CAPIT</b> (1,14)	<b>Strategy Rationale</b> Early identification of potential resource families is critical to timely and successful adoption of a child in a permanent home.	
		<input type="checkbox"/>	<b>CBCAP</b>		
		<input checked="" type="checkbox"/>	<b>PSSF</b> (1,14)		
<b>Milestone</b>	<b>2.1.1</b> Schedule and conduct community oriented events to recruit foster and adoptive families.	<b>Timeframe</b>	03/01/09-ongoing	<b>Assigned to</b>	Placement Resources Division, Contracted Vendor, Regional New Initiatives Units
	<b>2.1.2</b> Conduct pilot to test the expedited applicant licensing approval process.		03/01/09 to 02/28/10		Placement Resources Division, Legislation and Research Unit
	<b>2.1.3</b> Enhance the existing foster home application tracking process to determine how many applicants become licensed foster parents.		6 months (02/01/09-07/31/09)		Placement Resources Division
	<b>2.1.4</b> Evaluate the results of the pilot to determine if the goals of the pilot were reached.		7 months (08/01/09-02/28/10)		Placement Resources Division, Legislation and Resources Unit
<b>Strategy 2.2</b> Facilitate movement of children from a group home or institutionalized care to the least restrictive level of care in a family setting of a County licensed foster home, a Foster Family Agency home, or a relative home.		<input checked="" type="checkbox"/>	<b>CAPIT</b> (1,13)	<b>Strategy Rationale</b> Placing children in a family setting will increase the likelihood of achieving permanence.	
		<input type="checkbox"/>	<b>CBCAP</b>		
		<input checked="" type="checkbox"/>	<b>PSSF</b> (1,13)		
<b>Milestone</b>	<b>2.2.1</b> Begin utilizing the concepts of Residential Based Services (RBS).	<b>Timeframe</b>	12 months (02/01/09-01/31/10)	<b>Assigned to</b>	Placement Resources Division, Regional Supervisors, Regional Social Workers, RBS Presenters, Legislation and Research Unit
	<b>2.2.2</b> Increase utilization of available services including Wrap and other intensive services through the County Department of Behavioral Health to support child and family in lower level placement.		02/01/09-ongoing		Placement Resources Division, Regional Supervisors, Regional Social Workers

	<b>2.2.3</b> Provide refresher training and do outreach to staff regarding utilization of available services such as Wrap.		02/01/09-ongoing			Placement Resources Division, System Resources Division
<b>Strategy 2.3</b> Intensify efforts to place high risk target groups (Native American and African American children) in family settings.			<input checked="" type="checkbox"/>	<b>CAPIT (1)</b>	<b>Strategy Rationale</b> Native American and African American children have been identified as high risk groups for difficulty in finding a placement in a family setting.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF (1)</b>		
<b>Milestone</b>	<b>2.3.1</b> Establish relationships with Tribal representatives and case managers to facilitate identification of prospective homes for Native American children.	<b>Timeframe</b>	12 months (02/01/09-01/31/10)		<b>Assigned to</b>	System Resources Division, Placement Resources Division, Regional Supervisors, Regional Social Workers
	<b>2.3.2</b> Continue capacity building in communities for prospective homes for African American children.		12 months (02/01/09-01/31/10)			Placement Resources Division, Contracted Vendor, Family To Family Resource, Training and Support committee (RTS), Regional New Initiatives Supervisors
	<b>2.3.3</b> Increase utilization of available services such as Wrap for high risk target groups.		02/01/09-ongoing			Regional Social Workers
<b>Improvement Goal 3.0</b> Increase the use of Family To Family interventions to build a team-based approach to permanency.						
<b>Strategy 3.1</b> Conduct an individual permanency planning team meeting every six months until the case is dismissed.			<input checked="" type="checkbox"/>	<b>CAPIT (14,24,27)</b>	<b>Strategy Rationale</b> Conducting a meeting with the entire family will allow the social workers to assist the family in assuming responsibility for the care of their children thus increasing the likelihood of reunification or placement with a relative caregiver for permanence.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF (14,24,27)</b>		
<b>Milestone</b>	<b>3.1.1</b> Provide for a permanency planning process to include appropriate services such as Concurrent Planning Review (CPR) and Family Group Decision Making (FGDM) at a minimum of every six months until the case is dismissed.	<b>Timeframe</b>	12 months (02/01/09-01/31/10)		<b>Assigned to</b>	Placement Resources Division, Regional Supervisors, Regional Social Workers
	<b>3.1.2</b> Expand TDMs to include all children at all phases in the child welfare system.		3 years (02/01/09-01/31/12)			Placement Resources Division, Regional New Initiatives Supervisors

	<b>3.1.3</b> ...Review Team Decision Making (TDM) protocols. Ensure that staff receives updates. Review and retrain staff as necessary.		02/01/09-ongoing			Placement Resources Division, Countywide TDM Strategy Committee, Regional New Initiatives Supervisors
	<b>3.1.4</b> Participate in “Families For Life” pilot to demonstrate and evaluate the feasibility of a team-based approach to permanency.		18 months (04/01/09-09/30/10)			Placement Resources Division, Eastern Region
<b>Strategy 3.2</b> Continue to build relationships and resources in the community.			<input checked="" type="checkbox"/>	<b>CAPIT</b> (5,15)	<b>Strategy Rationale</b> Inform families of resources in their community that may meet their needs.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF</b> (5,15)		
<b>Milestone</b>	<b>3.2.1</b> Increase Community Partners to address the variety of needs a family may have.	<b>Timeframe</b>	02/01/09-ongoing		<b>Assigned to</b>	Regional Social Workers, Regional New Initiatives Supervisors
	<b>3.2.2</b> Collect information on available resources.		03/01/09-ongoing			System Resources Division, Placement Resources Division
	<b>3.2.3</b> Create community resource materials that can be made available to every family and utilize existing systems such as the County’s 211 system.		12 months (03/01/09-03/01/10)			System Resources Division, Placement Resources Division, Program Development Division, Regional Supervisors, Regional Social Workers
<b>Describe any additional systemic factors needing to be addressed that support the improvement plan goals.</b> Staff/Provider Training – A need for increased training in a more comprehensive understanding of cultural diversity and sensitivity was identified during the CSA. Also identified was the need for more specific training on working with Native American tribes, the adoption process of ICWA children and learning about culturally appropriate community resources and contacts. Currently, the Regional New Initiatives Supervisors are working with the community agencies affiliated with the Tribes in order to bridge the communication between social worker staff and Tribal agencies, thereby increasing the knowledge and provision of culturally appropriate services.						
<b>Describe educational/training needs (including technical assistance) to achieve the improvement goals.</b> Maintain technical assistance for the California Permanency for Youth Project. Staff and provider training on cultural diversity/sensitivity, family engagement, family finding, grief and loss issues and the services available to stabilize families.						
<b>Identify roles of the other partners in achieving the improvement goals.</b> DCS is working with a number of contracted agencies and other community partners to implement the above referenced strategies, including Family To Family and the California Permanency for Youth Project.						
<b>Identify any regulatory or statutory changes needed to support the accomplishment of the improvement goals.</b> Revise relative approval requirements to enable more children to obtain permanence in a relative’s home. Expand definition of permanence (and methodology to measure exits to permanency) to include legal guardianship by non-relative caregivers.						

**Outcome/Systemic Factor:** C4.3 Placement Stability (At Least 24 Months In Care)

**Explanation of Measure:**

C4.3 This measure computes the percentage of children with two or fewer placements who have been in foster care for 24 months or more. Time in care is based on the latest date of removal from the home. The denominator is the total number of children who have been in care for 24 months or more; the numerator is the count of these children with two or fewer placements. This measure contributes to the fourth permanency composite. (Age 0 to 17 years.)

**County's Current Performance:** C4.3 - According to the January 2009 Quarterly Data Report (Quarter 2 of Year 2008 for San Bernardino County) issued by the California Department of Social Services, of the 2,329 children who have been in the foster care system for 24 months or more, 752 have had 2 or fewer placements. This is a 32.3% rate of placement stability. This is a decline in performance over the previous reporting period.

[Note: Improvement in this measure will be difficult to meet for several reasons. Appropriate placements for some children initially may be difficult to find due to psychological, emotional, and/or behavioral issues often not yet understood or documented in the early stages of placement. Some children who remain in foster care for 24 months or longer may have serious psychosocial needs. While a child is being fully assessed, multiple placements may occur in an attempt to meet the child's needs. Also, once a child has more than two placements there is no longer an opportunity to improve on this outcome, even though the most recent placement (after the initial two) may have been very lengthy and contributed to stability for that youth.]

**Improvement Goal 1.0** Increase awareness of permanency options, including the services and financial payments available through those permanency options.

<b>Strategy 1.1</b> Provide refresher training to staff on the financial aspects and services available to caregivers and children through guardianship, KinGAP and AAP.			<input checked="" type="checkbox"/>	<b>CAPIT</b> (1,14,16,18-20)	<b>Strategy Rationale</b> Fluctuations in staff and changes in program requirements necessitate that training be continually updated and administered. This training also re-enforces the social workers role to promote caregiver support.	
			<input type="checkbox"/>	<b>CBCAP</b>		
			<input checked="" type="checkbox"/>	<b>PSSF</b> (1,14,16,18-20)		
<b>Milestone</b>	<b>1.1.1</b> Review existing materials, policies, procedures and fliers on permanency options and related financial issues.	<b>Timeframe</b>	6 months (02/01/10-02/31/11)		<b>Assigned to</b>	Placement Resources Division, Program Development Division
	<b>1.1.2</b> Identify program trainers (including providers of Wrap and other specialized services) and develop a schedule for training staff in the regions.		6 months (04/01/09-10/31/09)			Regional Supervisors, Placement Resources Division, System Resources Division, PERC (Performance, Education Resource Center)
	<b>1.1.3</b> Implement training at the regional level.		6 months (10/01/09-03/31/10)			Regional Supervisors, Regional Managers, System Resources Division, PERC (Performance, Education Resource Center)

<b>Strategy 1.2</b> Inform caregivers of permanency options and impact on services and payments.		<input checked="" type="checkbox"/>	<b>CAPIT</b> (1,2,5,14-20,27)	<b>Strategy Rationale</b> DCS social work staff need to be able to provide information regarding permanency options and continue those discussions necessary to appropriately plan for the child’s permanency.	
		<input type="checkbox"/>	<b>CBCAP</b>		
		<input checked="" type="checkbox"/>	<b>PSSF</b> (1,2,5,14-20,27)		
<b>Milestone</b>	<b>1.2.1</b> Develop brochures.	<b>Timeframe</b>	6 months (04/01/09-10/31/09)	<b>Assigned to</b>	Program Development Division, Placement Resources Division
	<b>1.2.2...</b> At monthly meetings, Social Worker will provide caregivers with brochures and information regarding permanency options.		10/31/09-ongoing		Regional Social Workers
<b>Improvement Goal 2.0</b> Develop placement matching process to improve stability of out-of-home placements.					
<b>Strategy 2.1</b> Build capacity for resource homes in all communities		<input checked="" type="checkbox"/>	<b>CAPIT</b> (1,5,14-16,20)	<b>Strategy Rationale</b> Increasing the number of resource homes will help to increase the array of appropriate homes to choose from when matching a child to a placement.	
		<input type="checkbox"/>	<b>CBCAP</b>		
		<input checked="" type="checkbox"/>	<b>PSSF</b> (1,5,14-16,20)		
<b>Milestone</b>	<b>2.1.1</b> Continue to intensify recruitment of resource families countywide.	<b>Timeframe</b>	12 months (02/01/09-01/31/10)	<b>Assigned to</b>	Placement Resources Division, Contracted Vendor, Family To Family (F2F) – Building Community Partners Committee (BCP), Family To Family Recruitment and Training Strategies Committee (RTS)
<b>Strategy 2.2</b> Develop and maintain a placement matching database.		<input checked="" type="checkbox"/>	<b>CAPIT</b> (1,14,20)	<b>Strategy Rationale</b> Automation of placement matching will increase effectiveness and help to eliminate numerous placement changes. Central Placement Unit (CPU) workers will develop “expertise” or familiarity with resource parents’ skills and abilities. Capturing information on the child will allow the CPU worker to share the child’s prior behavior with the resource parents.	
		<input type="checkbox"/>	<b>CBCAP</b>		
		<input checked="" type="checkbox"/>	<b>PSSF</b> (1,14,20)		

Milestone	2.2.1 Survey, collect and maintain a list of attributes for each caregiver, including abilities to care for teenagers or children with special needs.	Timeframe	04/01/09-ongoing		Assigned to	Placement Resources Division, System Resources Division, Program Development Division
	2.2.2 Survey types of children referred to Central Placement Unit. Social Workers will continue to provide characteristics of the child (special needs, special behaviors, etc).		04/01/09-ongoing			Placement Resources Division, System Resources Division, Program Development Division
	2.2.3 Capture area and location of home and preference of placement location for the child.		04/01/09-ongoing			Placement Resources Division
	2.2.4 Enter and maintain data in an automated system to facilitate placement matching.		04/01/09-ongoing			Program Resources Division, System Resources Division
Strategy 2.3 Develop and implement procedures for matching, tracking and monitoring placements; and tracking placement disruptions.			<input checked="" type="checkbox"/> CAPIT (1,16)	Strategy Rationale To support the success and stability of the placement, the caregiver needs complete knowledge of the child's behavior.		
			<input type="checkbox"/> CBCAP			
			<input checked="" type="checkbox"/> PSSF (1,16)			
Milestone	2.3.1 Develop procedures.	Timeframe	12 months (02/01/09-01/31/10)		Assigned to	Placement Resources Division, Program Development Division, System Resources Division
	2.3.2 Implement procedures.		6 months (02/01/10-07/31/10)			Placement Resources Division
Improvement Goal 3.0 Improve Probation placement stability outcome data						
Strategy 3.1 Assist the State in revising form SOC158A and protocol for completing and submitting the form, including the addition of code(s) necessary to properly record a change in placement.			<input type="checkbox"/> CAPIT	Strategy Rationale Currently, form SOC158A does not contain coding necessary to capture all changes in placement status.		
			<input type="checkbox"/> CBCAP			
			<input type="checkbox"/> PSSF			

Milestone	3.1.1 Identify problems with Probation placement data reported by the State, such as youth in non-coded, non-foster care placements.	Timeframe	3 months (02/01/09-05/31/09)		Assigned to	Legislation and Research Unit, Probation Placement Supervisor
	3.1.2 Assist the State in identifying changes to the SOC158A that will correctly capture and code placement data.		12 months (02/01/09-01/31/10)			Legislation and Research Unit, Probation Division Director
Strategy 3.2 Revise Probation Department's In/Out Slip (an internal form) and related protocol for completing and submitting the In/Out Slip and the County's process for submitting the State form SOC158A.			<input type="checkbox"/>	CAPIT	Strategy Rationale Expanding the use of this internal form will provide department fiscal personnel with notice of each occurrence of a Probation child being physically moved from one placement to another. Batching and submitting the SOC158A on a flow basis (whenever there is a change in placement) will provide the State with County data in a more timely manner.	
			<input type="checkbox"/>	CBCAP		
			<input type="checkbox"/>	PSSF		
Milestone	3.2.1 Adapt the In/Out form to include instructions on the appropriate use of the form (when to use the form and which codes to use).	Timeframe	6 months (02/01/09-07/31/09)		Assigned to	Probation Placement Supervisor
	3.2.2 Change the list of individual events that trigger the use of the In/Out Slip.		6 months (02/01/09-07/31/09)			Probation Placement Supervisor
	3.2.3 Revise department proctocol to show that Probation Fiscal Staff will complete SOC158A from information received on In/Out Slips, batch and send to State on a flow basis.		6 months (02/01/09-07/31/09)			Probation Placement Supervisor, Probation Fiscal, Probation Division Director
	3.2.4 Review the changes to this form and related protocol with Probation Officers and fiscal staff at regular staff meetings.		12 months (02/01/09-01/31/10)			Probation Placement Supervisor
Strategy 3.3 Ensure that placement is closed out for AWOL youth who have reached their 18 <sup>th</sup> birthday.			<input type="checkbox"/>	CAPIT	Strategy Rationale State listing shows youth still in placement regardless of the fact that they have reached their 18 <sup>th</sup> birthday. Closing out these placements will improve placement stability outcome data.	
			<input type="checkbox"/>	CBCAP		
			<input type="checkbox"/>	PSSF		

Milestone	3.3.1 Compare the State’s open placement list with the County’s open placement list (provided by the County Legislation and Research Unit) to identify AWOL youth who have reached their 18 <sup>th</sup> birthday.	Timeframe	02/01/09-ongoing			Assigned to	Probation Placement Unit, Probation Fiscal
	3.3.2 Use JNET (Juvenile Network), SOC158A Manual and other available resources to research potential problem data on the open placements lists.		02/01/09-ongoing				Probation Fiscal Clerks
	3.3.3 Probation Officers will complete and submit an In/Out Slip for each AWOL youth who has reached their 18 <sup>th</sup> birthday.		02/01/09-ongoing				Probation Officers
Strategy 3.4 Use State “reconciliation batches” to clean up Probation placement data.			<input type="checkbox"/>	CAPIT	Strategy Rationale In the early part of 2009, the California Department of Social Services (CDSS) will begin to send out “reconciliation batches” to notify each county of potentially incorrect placement data.		
			<input type="checkbox"/>	CBCAP			
			<input type="checkbox"/>	PSSF			
Milestone	3.4.1 Identify reasons for data shown in the reconciliation batches, such as youth with an open placement episode, but no placement.	Timeframe	02/01/09-ongoing			Assigned to	Probation Placement Unit, Probation Fiscal
	3.4.2 Use appropriate codes on the SOC158A to correct placement data and submit to State.		02/01/10-ongoing				Probation Placement Unit, Probation Fiscal



<b>Strategy 3.5</b> Establish controls to track foster youth who AWOL, then are picked up and placed in Juvenile Hall and subsequently exit to foster care or another type of non-foster care placement.		<input type="checkbox"/>	<b>CAPIT</b>	<b>Strategy Rationale</b> If the youth does not return to a foster care placement, then the placement episode must be closed. Currently, CWS/CMS provides the ability to track the youth’s actual placement. However, Probation does not have access to CWS/CMS.	
		<input type="checkbox"/>	<b>CBCAP</b>		
		<input type="checkbox"/>	<b>PSSF</b>		
<b>Milestone</b>	<b>3.5.1</b> Review and enhance processing of Probation placement stability data.	<b>Timeframe</b>	6 months (02/01/09-07/31/09)	<b>Assigned to</b>	Probation Placement Supervisor
	<b>3.5.2</b> Provide ongoing monitoring to ensure appropriate processing of Probation placement stability data.		08-01/09-ongoing		Probation Placement Supervisor
<b>Describe any additional systemic factors needing to be addressed that support the improvement plan goals.</b> Foster/Adoptive Parent Licensing, Recruitment and Retention – A need was identified for more training of both social workers and care providers on permanency options including the availability of services, resources, and financial payments. This would assist both social workers and foster parents to focus on the best permanency option for the child.  Case Review – Concurrent planning needs to be continuous throughout the case process which will be assisted by the revision of the Department’s Concurrent Planning Review (CPR) form. When the revised CPR form is released, it will be used at monthly supervisor/social worker case conferences in order to provide a more focused identification of concurrent planning options for children.					
<b>Describe educational/training needs (including technical assistance) to achieve the improvement goals.</b> Provide training to Probation staff in the completion of the SOC158A from the information on In/Out Slips. Probation Fiscal Staff to forward the information to the State on a flow basis as opposed to monthly batches.					
<b>Identify roles of the other partners in achieving the improvement goals.</b> DCS System Resources will assist HS/PDD, PERC and DCS/Placement Resources and judicial representatives in reviewing existing policy and procedures and trainings. Any needed changes will be identified, developed and implemented in the respective departments.					
<b>Identify any regulatory or statutory changes needed to support the accomplishment of the improvement goals.</b> The Legislation and Research Unit will assist the State in identifying changes to the SOC158A that will correctly capture and code placement data.					

**ATTACHMENT I**  
**Summary Assessment**  
**of the**  
**2008 County Self-Assessment**

**I. Summary Assessment**

**1. Discussion of Strengths and Areas Needing Improvement**

San Bernardino County's Self-Assessment of its Child and Family Services demonstrates that the County Departments of Children's Services and Probation and the myriad of agencies and collaboratives that are part of its overall Child Welfare System, are continuing to provide quality services to the children and families in their care and that the services they provide are contributing to positive outcomes.

The County uses its Child Abuse Prevention, Intervention, and Treatment (CAPIT), and Promoting Safe and Stable Families (PSSF) funds for an impressive number of **Countywide Prevention Activities and Strategies** which emphasize evidence based practices.

San Bernardino County is continuing to do well and moving in the right direction on the child welfare **outcome** measures of **safety** and **permanence** and has a number of best practices and other initiatives related to the **well being** of children in the care of Department of Children's Services (DCS) and Probation.

In addition, Probation and DCS both have impressive and sophisticated **Management Information Systems** that are constantly being upgraded and refined in order to track cases and ultimately improve services delivered to children and families in the County.

The Juvenile Court and the role it plays in the **Case Review System** is a strength for the County. Both DCS and Probation have regularly scheduled collaborative meetings with the Court and related personnel. The focus groups pertaining to this systemic factor reported on a positive, collaborative working relationship between the Juvenile Court and related agencies and personnel. The Presiding Judge of the Juvenile Court was mentioned repeatedly as a positive force in creating this collaborative atmosphere.

There are active **Foster/Adoptive Parent Licensing, Recruitment and Retention** activities in the County. Foster parent licensing background checks in the County exceed State standards and in an effort to place more emphasis on foster parent recruitment, training and retention efforts, DCS has begun contracting out those services to a community-based organization so that they might be better provided in the evenings and on weekends.

The **Quality Assurance System** is a strength for San Bernardino County. The Quality Assurance Team of DCS meets regularly and its members have a sophisticated understanding of data and the inter-relatedness of data measures as they are related to child welfare outcomes in the County, and they are able to link the data to policies and practices within the County. The Quality Assurance Team enlisted the aid of additional DCS and Probation staff members as well as representatives from other agencies to examine child welfare outcomes for the purposes of this self-assessment and used the opportunity for extensive discussions related to ideas on improving service delivery.

The **Service Array** in the County is one of its outstanding strengths. The County has an incredible number and diversity of prevention and intervention services that are so numerous and complex that even experienced social work and probation staff, such as members of the Services Array workgroup, were not aware of the full gamut of services that are potentially available to children and families.

An impressive network of **Staff/Provider Training** resources is available for the training of social workers and probation officers who care for at risk children and youth in the County and other training is made available in a variety of ways to birth parents, foster parents, prospective adoptive parents, kin care providers, and other care providers.

**Agency collaboration** is clearly a strength in San Bernardino County. The Children's Network, founded in 1986 by the County Board of Supervisors, actively participates in the Children's Policy Council. The Council is composed

of the major leaders in the County's child welfare programs, and is the County's official Child Abuse Prevention Council. The current focus for the County is building and supporting partnerships and collaborations towards the goal of improving services for children and families. One tangible result of this self-assessment process was an increased collaboration between DCS Staff and Probation Staff on the Team and in other workgroups, which facilitated a better understanding of each other's roles and responsibilities, and created new working relationships between staff across two major agencies that often serve the same children and youth.

## **2. Strategies for the Future**

Even areas evaluated as strengths can often use improvement and members of the focus groups in the Self-Assessment made important recommendations to further facilitate positive change.

One important recommendation arrived at independently by several workgroups was that the County consider adding resources to existing data bases such as the 2-1-1 system so that social workers, probation officers, and others are better able to link consumers with the services they need.

It was further suggested that the County examine the feasibility of additional services for particular groups and in particular areas. Although the County has many programs and services available, the PSSF/CAPIT services providers generally reported no difficulties in meeting their contracted service numbers even though funding levels declined. Some providers indicated that they had to turn clients away or stop accepting referrals. Thus it is very likely there are unmet services needs even in the most populated areas of the County. Even in these areas families often have difficulty getting to services because of transportation problems and other issues. The more remote areas encounter transportation and access issues due to distance and availability of public transportation systems. Increasing the availability and flexibility of services in these areas is an important priority.

One suggestion was that the County should consider establishing co-located service centers where families being served by DCS and Probation could obtain a variety of services at the same place. Several Workgroups and focus groups also acknowledged the long standing issue in San Bernardino County which is that the sheer size of the county makes it difficult to provide services that are readily accessible to residents in the regions that are long distances from the major population areas.

Although San Bernardino's County's collaborative efforts are at a highly advanced level, the Agency Collaboration Workgroup recommended that agencies consider proactively reaching out to each other more frequently, that staff from multiple agencies engage in cross training exercises, and that developing interagency policies and procedures be considered in order to improve the quality of services to the County's children and families who are often served by more than one agency at a time.

The Quality Assurance Workgroup echoed suggestions made in other Workgroups that the County develop and provide additional training for staff and care providers related to cultural competency particularly concerning the Native American Tribal population. Additionally, training on the cultures of poverty, substance abuse, and gangs was recommended. The expressed need for additional training in matters related to the Native American Tribal Population was strongly echoed in the survey of social workers cited above.

### **Outcomes Selected for Increased Efforts**

Both the Department of Children's Services (DCS) and the Probation Department are involved in, or directly provide programs and services that exist along a continuum of prevention and interventions that occur: before children are involved with either agency, to children who have fallen into the at-risk category, to children who come into custody or jurisdiction of the agency and Court, to youth who are transitioning into adulthood after having been supervised by one or both agencies for a significant period of their lives. Each of these major child welfare agencies has, during this self-assessment process, identified two major areas that need additional focus during the next three years. The first area is services related to prevention and early intervention so that children and youth never enter the system at all or enter the system and then after a short period of intervention return safely to their parents. The second area is services related to helping children who have essentially been raised by the system transition into adulthood and develop into productive, healthy adults with meaningful emotional attachments.

DCS is involved in increased efforts at evidence based prevention with such innovative and best practices as the **SART** program and Probation, an agency long involved in prevention efforts, had a focus group during this self-

assessment process involving Juvenile Court personnel that recommended even further efforts by that Department, if funding could be obtained, in the prevention area.

The *Reunification within 12 months* measure (entry cohort – measure C1.3) was selected for additional attention by DCS in the future because an improvement of the outcomes on this measure should have the effect of reducing the overall numbers of youth in care as the result of maltreatment. DCS has already made clear efforts to increase the rate of reunification within 12 months (entry cohort – C1.3) through its increased use of the Comprehensive Assessment Tool, increased use of the Family 2 Family approach including Team Decision Making Meetings (TDMs), increased evidenced based PSSF/CAPIT services, and other best practice initiatives.

Building on the Peer Quality Case Review (PQCR) results which suggested that the child welfare system should be *Engaging Transition Age Youth in Case Planning for the Future* and its own examination of the Outcome Measures, the Quality Assurance Workgroup recommendations to the County Self-Assessment Team were that the County should devote additional time and effort to improving outcomes on *reunification* within 12 months (measure C1.3), *placement stability* (measure C4.3), and *long term care outcomes* (measures C3.1 and 3.3). It can be expected that improvement in these measures will reflect improved outcomes for older youth in care.

DCS has already made concerted efforts to improve the outcome measures on Placement Stability (C4.3) through best practices, such as: Team Decision Making meetings, Family Group Decision Making, family finding, relative approval units (including emergency response), use of Wraparound, increased use of Specialized Care Increments for care providers, and an Adolescent Specialized Unit. Efforts to improve long term care outcomes include many of the same programs mentioned above such as Team Decision Making meetings, increased Family Finding, Family Group Decision Making, the planned Residential Based Services pilot, Concurrent Planning Reviews, the California Permanency for Youth Project (CPYP), and revisiting reunification with birth parents as possible permanent placements for youth.

Improving long term care outcomes also involves helping foster youth transition to self-sufficiency and DCS envisions having its Educational Liaisons begin working with youth at younger ages; expanding the Independent Living Program and making additional use of Specialized Care Increments for care providers to assist youth in building life skills; beginning Emancipation Conferencing before age 16 and having such meetings a minimum of every six months; making additional use of the California Connected by 25 Initiative (CC25I); and continuing in the development of the California Permanency for Youth Project (CPYP); and other initiatives in an effort to help transitional age youth achieve lasting emotional relationships with caring adults and lead productive healthy lives.

## CAPIT/CBCAP/PSSF Contact and Signature Sheet

<b>Period of Plan:</b>	July 1, 2009 through June 30, 2012
<b>Date Submitted:</b>	March 7, 2009
<b>Submitted by:</b>	County of San Bernardino Department of Children's Services
<b>Name:</b>	DeAnna Avey-Motikeit
<b>Title:</b>	Director
<b>Signature:</b>	
<b>Address:</b>	150 South Lena Road, San Bernardino, CA 92415-0515
<b>Fax:</b>	(909) 388-0233
<b>Phone &amp; Email:</b>	(909) 388-0242 davey-motikeit@hss.sbcounty.gov
<b>Submitted by:</b>	Child Abuse Prevention Council ( CAPC) Representative
<b>Name:</b>	Amy Cousineau
<b>Title:</b>	Network Officer, Children's Network
<b>Signature:</b>	
<b>Address:</b>	825 East Hospitality Lane, 2 <sup>nd</sup> floor, San Bernardino, CA 92415
<b>Fax:</b>	(909) 383-9714
<b>Phone &amp; Email:</b>	(909) 383-9677 acousineau@hss.sbcounty.gov
<b>Submitted by:</b>	Parent Consumer/Former Consumer ( Required if the parent is not a member of the CAPC)
<b>Name:</b>	Marilyn Evans
<b>Title:</b>	Parent, Foster Parent, Adoptive Parent, Community Advocate
<b>Signature:</b>	
<b>Address:</b>	412 W. Hospitality Lane, San Bernardino, CA 92415-0913
<b>Fax:</b>	(909) 891-3399
<b>Phone &amp; Email:</b>	(909) 891-3580 evansm@hss.sbcounty.gov

### **CAPIT/CBCAP/PSSF - Contact and Signature Sheet (continued)**

<b>Submitted by:</b>	<b>Department of Children's Services</b>
<b>Name:</b>	<b>Jeff Wagner</b>
<b>Title:</b>	<b>Deputy Director – System Resources Division</b>
<b>Signature:</b>	
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# **San Bernardino County CAPIT/PSSF Three-year Plan FY 2009/2012**

**DeAnna Avey-Motikeit, Director  
Department of Children's Services**

**Amy Cousineau, Network Officer  
Children's Network**

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	<b>2009-2012</b>
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	<b>Improvement</b>
	<b>Plan</b>

## **San Bernardino County CAPIT/PSSF Three-year Plan Executive Summary**

1. Pursuant to Welfare and Institutions Code (W & I C) Section 18980 et seq., the Children's Policy Council is San Bernardino County's official Child Abuse Prevention Council. The Policy Council consists of department heads from those County agencies that provide services to children and other agencies concerned with children's issues. Representatives from Community Based Organizations (CBO's) and the public are also invited and participate in planning discussions. Additionally, the Children's Policy Council serves as the directing board of a larger collaborative team, the Children's Network, which addresses children's issues. In accordance with W & I C Section 18965 et seq., the CAPC also serves as the County Children's Trust Fund (CCTF) commission. Disbursements are used to support CAPIT and Kinship programs.

2. The AB 636 assessment and improvement planning and the CAPIT/PSSF three-year planning and evaluation processes can most effectively be done in an integrated manner. To that end, the County Self-Assessment (CSA) and System Improvement Plan (SIP) teams integrated their processes with the CAPIT/PSSF needs assessment and planning process for this planning cycle. The County of San Bernardino went the additional step of approving an interim Update Plan in September 2007 in order to extend the prior plan, validate current contracts and assist in this planning process realignment.

3. San Bernardino County utilized the 2008 AB 636 County Self-Assessment to evaluate strengths and needs of children and parents across the County and inform the planning process. Population and geographic data were used to procure services in areas of higher need and ensure fair and equitable access to services throughout the County. The County of San Bernardino completed procurement for FY2008/09 based on the information contained in the Annual CAPIT/PSSF Report. There will be a new procurement based on the information contained in the County Self-Assessment and the System Improvement Plan.

On January 8, 2008, the Board of Supervisors approved and authorized the release of a Request for Proposals (RFP) to solicit agencies to provide CAPIT and PSSF services. The RFP was advertised in local newspapers, posted on the County's internet site, and mailed to approximately 125 agencies. A mandatory conference was held on January 23, 2008. Representatives from 39 agencies attended. On June 24, 2008 the County of San Bernardino awarded the CAPIT/PSSF contracts.

4. The County is fully integrating its CAPIT/PSSF evaluations with its AB 636 Outcomes and Accountability System and holds all service providers accountable for their participation in a County-community partnership to improve outcomes for child safety, permanency, and family and child well-being. To that end a multi-layered, comprehensive data collection and evaluation system has been

implemented to track engagement, short, intermediate, and long-term outcomes. That system is now in the process of being upgraded to an automated system. The County of San Bernardino has contracted with Social Solutions to implement an Efforts-To-Outcomes system that will more thoroughly, comprehensively and expeditiously capture information and produce usable reports. The Contractors have initiated use and are now implementing the new reporting system. Training and technical assistance are being provided and all users of the system meet with County of San Bernardino staff on a monthly basis to discuss implementation issues and concerns.

5. Contractors submit a monthly report that details the efforts the agency is making in meeting service delivery targets, retaining qualified personnel and monitoring expenditures. Representatives from the Department of Children's Services, HSS-Auditing, and HSS-Administrative Services conduct regular monitoring visits to each CAPIT and PSSF contractor. During the monitoring visits, in addition to reviewing client case files and other contract records, the County representatives discuss and verify on a random basis the information submitted by the contractor.

6. The County utilizes monthly statistical reports submitted by the CAPIT/PSSF contractors as well as a multi-layered, comprehensive data collection and evaluation system to track engagement, short, intermediate, and long-term outcomes and other statistics required by the Office of Child Abuse Prevention (OCAP).

7. The County Auditor/Controller utilizes an automated Financial Accounting System (FAS). Charges to CAPIT/PSSF funding are paid based on source documents (invoices) processed on uniquely numbered Payment Vouchers (PV). Each PV references the vendor name, contract number (if applicable), type of goods or services provided, the amount paid, and designates the funding source by its assigned Government Revenue Code number (GRC#). Direct charges to PSSF may also be incurred and tracked by Program Codes based on Social Worker time studies completed during the mid month of each quarter. Expenditures are tracked by GRC# or Program Code and reported to management quarterly, or as needed. Expenditures are reported for federal and state claiming purposes via the quarterly County Expense Claim (CEC) within 30 days of the quarter's end.

## **San Bernardino County CAPIT/PSSF Three-year Plan Detailed Discussion**

### **1. Contact Information**

The Department of Children's Services is the Lead Agency for the PSSF and CAPIT programs. Contact Information is provided in the *CAPIT/CBCAP/PSSF Contact and Signature Sheet* on pages 1-2 of this document. Additional contacts are listed below.

San Bernardino County's Human Services is the agency responsible for CAPIT and PSSF contract compliance. The following departments monitor three separate areas for compliance:

#### **PROGRAM MONITORING:**

Emily Danner, Program Specialist I (CAPIT)  
Roderick O'Handley, Program Specialist I (PSSF)  
Program Development Division  
825 E. Hospitality Lane - 2nd Floor  
San Bernardino, CA 92415-0913  
(909) 383-9863 for CAPIT or (909) 383-9707 for PSSF  
(909) 383-9787 (FAX)

#### **FISCAL MONITORING:**

Conrado Ramos, Accountant II  
Human Services System Auditing Division  
150 S. Lena Road San Bernardino, CA 92415-0515  
(909) 387-3311 (909) 383-9610 (FAX)

#### **CONTRACT MONITORING:**

Lisa Ordaz, Staff Analyst II  
Human Services System  
Administrative Services Division Contract Administration  
150 S. Lena Road San Bernardino, CA 92415-0515  
(909) 388-0222 (909) 388-0233 (FAX)

### **2. Board of Supervisor Resolutions**

Attachment 2 and Attachment 3 contain the Board of Supervisor Resolutions that established the Children's Network and the Children's Policy Council, assigned the Children's Policy Council the role of Child Abuse Prevention Council.

Information regarding the Children's Policy Council can be found on the Children's Network website in the meeting minutes.

### **3. Child Abuse Prevention Council (Children's Policy Council)**

The Children's Policy Council is San Bernardino County's official Child Abuse Prevention Council. The council meets monthly and provides direction for the County's child abuse prevention efforts and the CAPIT/PSSF planning process. Program planning for CAPIT (Child Abuse Prevention, Intervention, and Treatment) and PSSF (Promoting Safe and Stable Families) has proceeded in a joint and coordinated manner since approximately January 2005 in anticipation of The Office of Child Abuse Prevention's (OCAP) move in that direction.

The Roster for the Children's Network and Children's Policy Council is Attachment 4.

The Policy Council consists of department heads from those County agencies that provide services to children and other agencies concerned with children's issues. Representative agencies and individuals include but are not limited to: Department of Children's Services, Department of Behavioral Health, Department of Public Health, First 5 San Bernardino, Probation Department, District Attorney, Preschool Services Department, Sheriff's Department, Superintendent of County Schools, Children's Fund, a member of the Board of Supervisors, and the Presiding Judge of the Juvenile Court. Representatives from CBO's and the public are also invited and participate in planning discussions.

During the planning stages of the RFP and subsequent contract process, the Council makes recommendations regarding the types of services needed and reviews funding recommendations before contracts go before the Board of Supervisors for final ratification. CAPC representatives took part in workgroups related to Service Array and Collaborations, and in CSA team meetings.

Additionally, the Children's Policy Council serves as the directing board of the Children's Network.

The San Bernardino County Children's Network aims to create improved outcomes for "children at risk" by:

- Improving communications, planning, coordination and cooperation among youth serving agencies
- Identifying gaps and overlaps in services
- Providing a forum for clarifying perceptions and expectations among agencies and between agencies and the community
- Setting priorities for interagency projects

- Implementing collaborative programs, public and private, to better serve children and youth.

The Children's Network of San Bernardino County addresses the needs of children at risk, defined as minors who, because of behavior, abuse, neglect, medical needs, educational assessment, or detrimental daily living situation, are eligible for services from one or more of the constituent agencies of the Children's Network. The Children's Policy Council and the Human Services Assistant County Administrator direct the overall work of the Children's Network. The Children's Network is comprised of the following:

**CHILDREN'S POLICY COUNCIL**, department heads of those County agencies which provide services to children, a member of the Board of Supervisors, the County Administrative Officer, and the Presiding Judge of the Juvenile Court;

**COMMUNITY ASSISTANCE NETWORK**, A partnership designed to provide technical assistance, program resources and training to child-serving agencies.

**CHILDREN'S SERVICES TEAM**, an inter-agency, mid-management policies and procedures problem-solving group with a network of subcommittees working on specific projects;

**CHILDREN'S FUND**, a non-profit corporation that develops public-private partnerships to acquire goods and services for children at risk who cannot obtain them through existing public or private programs;

**CHILDREN'S LEGISLATIVE REVIEW**, an inter-agency group of Legislative analysts who review child-related legislation and make recommendations to the Policy Council;

**CHILD ABUSE PREVENTION PLANNING COMMITTEE**, an inter-agency planning group who plan and execute San Bernardino County's participation in the National Child Abuse Prevention Campaign each April; and who develop ongoing public awareness activities in all areas of child abuse prevention and child-safety.

The Children's Policy Council also serves as the County Children's Trust Fund Commission. The Network Officer completes and signs the related verifications for expenditures in the CAPIT/PSSF Annual Report. Information regarding the Children's Policy Council can be found on the Children's Network website in the meeting minutes.

The Children's Policy Council is funded at the following levels from the indicated sources:

Fund	Dollar Amount
CAPIT	\$ 0
CBCAP	\$ 0
PSSF Family Support	\$ 0
CCTF (Interest)	\$ 62,981
Kids Plate	\$ 75,651
Other: (Birth Certificate)	\$545,473

#### **4. Approvals and Assurances**

The Contact and Signature Sheet at the beginning of this document contains the signatures of the lead agency (DCS), the CAPC and the parent/consumer representative.

Attachment 1 is the Notice of Intent that identifies the Department of Children's Services (DCS) as the lead public agency responsible for administering the CAPIT/PSSF Plan. Attachment 5, Request For Proposal, also confirms that the County of San Bernardino intends to contract services with Public and Private Non-Profit agencies.

#### **5. County System Improvement Plan Team Roster**

The SIP team roster appears on pages 16-18 of the System Improvement Plan.

#### **6. Partners: CAPC, Parents/Consumers, Lead Agency and Liaisons**

##### **CAPC**

The role and functions of the CAPC are delineated in detail in Section 3.

##### **Parents/Consumers**

The following are descriptions of the County's efforts to include parent/consumers in the on-going development and evaluation of child abuse prevention efforts. The role of these parent partners has yet to be formalized.

San Bernardino County's Children's Network and the Department of Children's Services encourage parent/consumers to participate in planning and development of the programs and services they access. During the recent County Self-Assessment parent participation was encouraged at the Team Meetings and in the Workgroups. Parent consumers also participate in the Children's Network Annual Conference during which they participate in training

and evaluation of County programs and community-based organizations in an effort to expand and enhance family support services countywide.

The Children's Network Annual Conference, held in September each year, gives parents the tools needed to take positions of responsibility in their communities. Parents are also invited to each monthly Children's Policy Council meeting and frequently participate in discussions regarding child abuse prevention and children's services issues.

In addition, a protocol has been established to survey clients about services received. Subsequent to the completed or incomplete services, follow-up surveys of clients will be administered by phone, in Spanish and English, by trained interviewers, using a tested survey instrument to determine client satisfaction with the delivered service and the provider. Mail surveys will be used for clients inaccessible by phone. A statistically valid representative sample will be used to select clients to be surveyed. Data will be analyzed and reported by provider.

#### **Lead Public Agency (DCS)**

##### **Data Collection**

A multi-layered, comprehensive data collection and evaluation system has been implemented to track engagement, short, intermediate, and long-term outcomes. That system has now been upgraded to an automated system. The County of San Bernardino has contracted with Social Solutions to implement an Efforts-To-Outcomes (ETO) system that will more thoroughly, comprehensively and expeditiously capture information and produce usable reports. CAPIT and PSSF Contractors are currently utilizing the system and attend regular monthly meetings to address implementation issues and share best practices.

Each agency will make note of receipt of referral. At each intake, each service provider will enter family demographic information along with information related to the services that are expected to be provided. Other data collected relates to age, ethnicity, relationships, family income, educational attainment, etc.

At the completion of services, each service provider will complete and close the individual and/or family entry, describing types of services provided per family need, satisfactory completion, reasons for failure to complete program/receive services, and provider assessment of family's achievement of short-term acquisition of new skills/concepts and acquired competency in transferring skills/concepts to changes in behaviors. These assessments are reviewed by the County in the ETO database to track completion rates by service component, by provider, and identify short-term and intermediate outcomes by service component and provider. The information will also be cross-referenced for outcomes by the Evidence-Based model used in the provision of service. This will allow the County to determine which kinds of therapy and programs are most



effective for the County's children and families. The data will be analyzed for correlations between completion rates and skill attainments to various family demographics and characteristics. Quarterly data analysis reports will be generated to assist the County in monitoring provider's success in outreach to clients served and engagement of clients for completed services.

Geo mapping of service provider sites and clients' home addresses is used to monitor service delivery accessibility. Bus routes and other transit corridors will be overlaid. Prevalence rates for known risk factors as child poverty and abuse/neglect referrals will be mapped with data on location of clients referred and clients completing services for analysis by provider of needs met by sub populations.

A survey has been administered to referring County social workers to evaluate CAPIT/PSSF service providers. The survey was developed by statistical analysts from the Legislation and Research Unit with help from Supervising Social Services Practitioners (SSSP) from DCS. Once finalized, the survey was placed on the Internet using SurveyMonkey software. Data collection began on December 18, 2007, and ended January 8, 2008. An e-mail containing a memo from the Director of DCS and a link to the survey was sent to approximately 500 DCS staff, which included Social Worker IIs, Social Service Practitioners, and SSSPs from the four DCS regions (North Desert, Western, Eastern, and Central) and Placement and System Resources. Survey reminders were sent to workers on January 3, 2008. Upon completion of survey, data were downloaded from SurveyMonkey's server and analyzed by LRU staff. Workers selected by a statistically valid sample were asked about the providers' ability to meet families' needs, provide necessary feedback to the worker, efforts made to engage the family, accessibility, capacity and ability to serve difficult clients, and the worker's willingness to refer other families. Data has been analyzed and reported in aggregate per provider. Results will be used to identify program problems and for evaluation of provider capability in future procurements.

### Monitoring

Representatives from the Department of Children's Services, HSS-Auditing, and HSS-Administrative Services conduct regular monitoring visits to each CAPIT and PSSF contractor. During the monitoring visits, in addition to reviewing client case files and other contract records, the County representatives discuss and verify on a random basis the information submitted by the contractor. The purpose of regular monitoring is:

- To ensure that Contractors are complying with the terms and conditions of their agreements with the County, including adequate provision of service and appropriate accounting practices;
- To describe problems and the efforts Contractors make in attempting to overcome problems, and develop a collaborative history that can be used in future procurements; and,

- To document the County's exercise of due diligence in its oversight of Contractors in accordance with various State and Federal regulations

The results of the monitoring report are compiled by ASD staff and forwarded to the contractor. Findings are noted along with the needed corrective action and a timeframe for compliance.

### Service Integration

The Department of Children's Services collaborates with numerous other agencies, prevention and intervention programs, and other collaboratives. The CSA noted that the breadth and depth of DCS collaborative efforts are one of the County's strengths. Partnerships exist along the entire continuum of the child welfare system from prevention and very early intervention (SART), to multi-agency assessment of child abuse cases (Children's Assessment Center), to interagency committees striving to coordinate system and agency responses (DCS-Court Committee and the 241.1 Committee) to mental health assessments (Healthy Homes) and individualized, strengths based intervention services (Wraparound), to Linkages between child welfare services and financial assistance, to innovative judicial responses to substance abuse issues (Dependency Drug Court), to helping foster youth transition into adulthood (Independent Living Program Task Force). The CAPIT and PSSF services are part of the vast array of collaborative services provided by DCS.

Further information on service integration is contained in section 8.

### Annual Reports and Updates

The Legislation and Research Unit under Human Services Administration collects data on behalf of DCS, conducts surveys and spearheaded the implementation of the ETO system. Formulated into Annual Reports, this Data cross-referenced to AB 636 Outcomes, is then used by the Program Development Division (PDD) to complete the Annual Updates and Reports for the CAPIT and PSSF programs.

After completion of services and at periodic intervals, cohorts of clients by provider identified in the centralized database have been data matched to the CWS-CMS system to track for AB 636 outcomes. All families were matched for recurrence of maltreatment, any subsequent referral for abuse or neglect by disposition type. Children who have involvement with CWS were tracked for foster care re-entry, placement stability, increase in permanency, reduction in abuse/neglect in out-of-home care, length of time to reunification and adoption, and increase in family connections such as relative placements and sibling contact. The 2009 County SIP focuses on improving outcomes for adolescents placed in out-of-home care; therefore, data was analyzed and categorized by this sub-population and others. Data was also analyzed by provider. If the State

modifies the outcomes measures, then the County will update and adjust the measures applied to these cohorts. After analyzing the data and conferring with advisory groups, performance targets will be set in collaboration with the providers. It is the County's goal to move toward performance based contracting that is data driven and based on AB 636 outcomes.

### **Liaisons**

The liaison for the CAPIT and PSSF programs is the DCS Deputy Director for System Resources, Jeff Wagner. Many of the specific tasks related to data compilation, completion of reports updates and amendments, and other required program attributes are the responsibility of the co-liaisons from PDD identified in Section 1. In addition to routine contract management and monitoring activities, the co-liaison Program Specialists are responsible for collecting data and, along with their colleagues in the Legislation and Research Unit, have Enterprise Manager status in the ETO system. The co-liaisons are directly responsible for program coordination, collecting data from subcontractors and submitting timely reports. Data submitted to the State is always aggregate data, unless otherwise requested. The Annual Report, including the extranet entries, and the recent interim Updated Plan and Extensions were primarily composed in PDD.

In order to assist program integration with the broader services array, PDD hosts Quarterly Contractors meetings and vendor fairs (more fully described in section 9). The Quarterly Contractors meetings provide an opportunity to disseminate prevention information and relevant reports. All CAPIT and PSSF contractors are required to attend the monthly Core User Group meetings for the ETO system, jointly hosted by the County Legislation and Research Unit, Program Development Department and Information Services Technology and Support Division. Issues regarding this system are discussed and best practices are promulgated. Co-liaisons conduct one-on-one trainings and provide technical support when requested.

The co-liaison Program Specialists are also involved in every phase of the procurement process. Details are provided in the following section.

## **7. Fiscal Narrative and Procurement Process**

Contractors submit a monthly report that details the efforts the agency is making in meeting service delivery targets, retaining qualified personnel and monitoring expenditures. The ETO system will be able to supplement or replace the service delivery portions of these monthly reports.

The monthly report is reviewed by the appropriate County representative upon receipt to ensure that costs are reasonable and allowable, that service delivery targets are being met, and qualified staff is being retained. During the monitoring visits, in addition to reviewing client case files and other contract records, the

County representatives discuss and verify on a random basis the information submitted by the contractor. If any deficiencies are discovered, the County representative documents the finding and works with the contractor to develop a corrective action plan. Contractor compliance with program, fiscal and contract standards are a requirement for continued CAPIT/PSSF funding.

The Department of Children's Services facilitates, and the Program Development division hosts, a Quarterly Contractor's meeting to assist contractors in meeting contract requirements, help foster collaborative relationships, and strengthen the network of community providers throughout the County. Contractors receive updates on funding opportunities, outcome measures, program statistics, State initiatives, Children's network activities, and discuss efforts to address unmet client needs. In addition, contractors receive information regarding training offered through CATTA (Child Abuse Training and Technical Assistance), and OCAP sponsored conferences and pilot projects.

County representatives maintain open communication lines and positive relationships with the contractors and provide technical assistance throughout the fiscal year as needed. The responsibilities of County liaisons and representatives include, but are not limited to, collecting and analyzing program data, preparing required reports, disseminating prevention/family support information, and facilitating collaborative discussions as described above. Contractors are included as partners in planning and implementing State initiatives. In addition to phone communication, all contractors have the capacity to transmit data electronically and via fax machine.

The County's process for assessing client satisfaction is described in section 6.

### **Fiscal Narrative**

The County uses an automated Financial Accounting System (FAS). Charges to CAPIT/PSSF funding are paid based on source documents (invoices) processed on uniquely numbered Payment Vouchers (PV). Each PV references the vendor name, contract number (if applicable), type of goods or services provided, the amount paid, and designates the funding source by its assigned Government Revenue Code number (GRC#). Direct charges to PSSF may also be incurred and tracked by Program Codes based on Social Worker time studies completed during the mid month of each quarter. Expenditures are tracked by GRC# or Program Code and reported to management quarterly, or as needed. Expenditures are reported for federal and state claiming purposes via the quarterly County Expense Claim (CEC) within 30 days of the quarter's end.

In addition to phone communication, all contractors have the capacity to transmit data electronically and via fax machine. The County utilizes all CAPIT/PSSF funds for direct services and DCS does not use the 10% administrative funds as the Local Government Agency (LGA) and pass-through agency; therefore,

liaisons and consumers are supported out of the Department of Children's Services budget.

### **Procurement process**

On January 8, 2008 the County of San Bernardino Human Services Department of Children's Services, in conjunction with the Children's Policy Council, and with the approval of the County Board of Supervisors, released the CAPIT and PSSF Requests-for-Proposals (Attachment 5) to procure Child Abuse Prevention, Intervention and Treatment services and Promoting Safe and Stable Family services. The decision to utilize a combined procurement was made because of the similarity of services provided and the administrative requirements. This process was a competitive procurement. A mandatory conference was held on January 23, 2008, representatives from 39 agencies attended. The RFP was advertised in local newspapers, posted on the County's internet site, and mailed to approximately 125 agencies.

Proposals were required to demonstrate that applicant agencies had broad-based community support and that proposed services were not duplicated in the community; that services would be culturally and linguistically appropriate for the clients served; and that minority populations would be served. Proposed programs were to focus on children at-risk of abuse or neglect. Because it was a 'combined' RFP, every agency, even those eventually only granted a PSSF funded contract, had to demonstrate a 10% in-kind match. Similarly, all proposing agencies were to indicate potential PSSF program targets and service category distribution. Programs were also to indicate whether the agency was or affiliated with a Family Resource Center.

The submitted proposals were evaluated by a panel of impartial but well-informed County professionals. The evaluators each have expertise in developing, providing and administering child abuse prevention programs and/or contracts and are aware of the needs of families in the County. The proposals were rated based on a standard tool.

The resulting ranked proposals were compared to the County's most recent needs assessment data, geo mapping information and other child abuse incidence data to ensure the needs of families across the County were met. Recommendations were formulated by the Program Development Division and forwarded to the DCS Deputy Directors who reviewed them to ensure that all regions were adequately represented. All funding recommendations for contract awards were then submitted to the Children's Policy Council for initial approval and the Board of Supervisors for final approval and ratification. On June 24, 2008 the County of San Bernardino Human Services System Department of Children's Services, in conjunction with the Children's Policy Council, awarded contracts to 13 agencies.

Agencies not successful in the procurement process were not recommended for contract award because of one or more of the following reasons: the services proposed did not meet the Departments' needs, had limited experience providing services to the target population, proposed a higher cost for services, and/or another agency was recommended to serve the same geographical region.

In addition to the funding recommendations with contracted agencies, DCS has allocated \$25,000 to the Children's Network to cover the cost of direct department services, \$225,000 (\$100,000 PSSF and \$125,000 CAPIT) to support the Kinship Program and \$216,000 to support the Adoptions program.

It is anticipated that procurement will be initiated at the end of this year to align more naturally with the SIP Three-Year integrated process. The procurement will respond to the needs highlighted in the CSA and the priorities established in the integrated SIP. The planning process for this procurement and the results will be noted in the Annual Report.

## **8. Additional Required Elements**

### **Service Integration**

San Bernardino County utilized the 2008 AB 636 County Self-Assessment to evaluate the strengths and needs across the County and inform the planning process. Information from the Annual Update Reports was used to assist in the planning and procurement of services

The CAPIT/PSSF contracts awarded on June 24, 2008 by the County of San Bernardino are components in an array of services meant to address the varied needs of the County's families. Population and geographic data were used to procure services in areas of higher need and ensure fair and equitable access to services throughout the county. This information also led us to procure in-home services in addition to traditional in-office services. Priority for services is given to children and families who are, or have been, involved with the Child Welfare Services system. Emphasis is on families with children ages 0-5 and families who are self-referred and are seeking help to avoid problems that would bring them into the Child Welfare Services system. Approximately 75.4% of the FY05 clients, 75.5% of the FY06 clients and 76.6% of the FY07 clients had some child welfare involvement. This percentage is not unexpected as the agencies are under contract with the child welfare department. Procurement was specifically targeted for agencies that are, or affiliate with, Family Resource Centers, or their equivalent. There is no evidence that this allocation supplanted existing publicly funded programs or that any funded providers are on the Federal Excluded Parties List.

Several CAPIT and PSSF contractors offer in-home visiting programs and services for children and families who may have special needs and require intensive one-on-one counseling, parenting and life skills services. In-home

services help address the needs of families in rural or other outlying areas and families that may benefit most from services provided outside of a traditional office setting due to special needs.

Minority populations were generally served at or better than their proportion of the general population. Efforts are made during procurement to ensure that high need areas are served when obtaining providers. This would include areas of minority concentration. During monitoring, the ability to provide bilingual services is reviewed and used to determine contract compliance. Every effort is made by the County to ensure that Limited English Proficient individuals are adequately served.

Child's Race/Ethnicity	CAPIT/PSSF Annual Update				Census Data 2003		
	# of FY05 Clients	% of Race by Total Clients	# of FY06 Clients	% of Race by Total Clients	Census Demographic group	San Bernardino	California
Hispanic	1,223	40.90%	924	37.30%	<i>Persons of Hispanic or Latino origin, percent, 2006</i>	46.00%	35.90%
White	820	27.50%	626	25.30%	<i>White persons not Hispanic, percent, 2006</i>	37.20%	43.10%
African American	615	20.60%	559	22.60%	<i>Black persons, percent, 2006</i>	9.40%	6.70%
Bi-racial	10	0.30%	116	4.70%	<i>Persons reporting two or more races, percent, 2006</i>	2.40%	2.40%
Native American	27	0.90%	38	1.50%	<i>American Indian and Alaska Native persons, percent, 2006</i>	1.40%	1.20%
Asian	16	0.50%	38	1.50%	<i>Asian persons, percent, 2006</i>	5.90%	12.40%
Pacific Islander	7	0.20%	7	0.30%	<i>Native Hawaiian and Other Pacific Islander, percent, 2006</i>	0.40%	0.40%

The Department of Children's Services, as the Local Government Agency (LGA), the Children's Network, and First 5 of San Bernardino support and facilitate collaborative efforts between the DCS contracted agencies and agencies under contract with First 5 San Bernardino, as well as other community-based agencies.

It is recognized that there are a vast array of services and collaborative efforts that come from many agencies to address child welfare issues. Many of these efforts overlap, but, for that same reason, it is understood that some individuals fall through the cracks. In order to remedy and ameliorate problems with program fragmentation, expanded use of the 2-1-1 system by the County of San Bernardino and its providers has been repeatedly suggested. It is anticipated that enrollment in 2-1-1 or a similar system will be required in the next round of contracts.

In order to assist program integration with the broader services array, PDD hosts Quarterly Contractors meetings. All CAPIT and PSSF contractors are required to attend. Contractors from all regions and other programs such as Wraparound, ILP, Domestic Violence Services, Kinship and other County departments also regularly attend. PDD also hosted Vendor Fairs this past year to give Social Workers an opportunity to meet their various service providers and become more acquainted with the services they offer.

## **9. CAPIT/PSSF Service Expenditure Summary and SIP strategies**

Attachment 6 contains the Expenditure Summary for the CAPIT and PSSF programs. Attachment 7 is a detailed description of the programs and services listed in Attachment 6. A few additional items should be noted.

First, the County made every effort to procure evidence-based services, and references to this can be found in the recent Request for Proposal. Though not formally required by PSSF, it is understood that having programs based on sound research is superior to the alternative. Also, in conjunction with the new data collection system, ETO, it is anticipated that this will allow for an evaluation of these programs.

Second, the County will be initiating another procurement based on this SIP and the antecedent CSA. Though it is believed that many of the concerns mentioned in the CSA were addressed in the recent procurement, a refinement and refocusing of services based on the recent process may facilitate coordination of efforts. Specifically, this may include:

- Greater attention to reunification and post-reunification efforts;
- Expanded participation of CAPIT/PSSF providers in TDMs;
- Refocusing on Kinship-guardianships, Adoptions and other permanency statuses;
- More active outreach by providers to bring clients in for services;
- Continued and more extensive use of ETO;
- Requiring participation in 2-1-1, or a similar resource database.

Additionally, initiating procurement after the CSA and Integrated SIP are completed allows the services that are contracted to be more responsive to the County's needs and more thoroughly coordinated with the County's plan.



**NOTICE OF INTENT  
CAPIT/CBCAP/PSSF PLAN CONTRACTS  
FOR SAN BERNARDINO COUNTY**

**PERIOD OF PLAN: 03/07/2009 THROUGH 03/06/2012**

The undersigned confirms that the county intends to contract, or not contract with public or private nonprofit agencies, to provide services in accordance with Welfare and Institutions Code **(W&I Code Section 18962(a)(2))**.

In addition, the undersigned assures that funds associated with Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) will be used as outlined in statute.

The County Board of Supervisors designates the Department of Children's Services as the public agency to administer CAPIT and CBCAP.

**W&I Code Section 16602 (b) requires that the local Welfare Department shall administer PSSF.** The County Board of Supervisors designates the Department of Children's Services as the public agency to administer PSSF.

**Please check the appropriate box.**

- ☒ The County intends to contract with public or private nonprofit agencies to provide services.
- ☐ The County does not intend to contract with public or private nonprofit agencies to provide services and will subcontract with \_\_\_\_\_ County to provide administrative oversight of the projects.

In order to receive funding, please sign and return the Notice of Intent with the County's System Improvement Plan:

California Department of Social Services  
Office of Child Abuse Prevention  
744 P Street, MS 8-11-82  
Sacramento, California 95814

\_\_\_\_\_  
County Board of Supervisors Authorized Signature

\_\_\_\_\_  
Gary C. Ovitt  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman,  
Board of Supervisors,  
San Bernardino County  
Title

**MINUTES OF THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA**

October 3, 1988

HRA: Children's Network  
Children's Policy Council

FROM: **JAMES FARE, Administrator**  
**HUMAN RESOURCES AGENCY**

SUBJECT: **RESOLUTION ESTABLISHING CHILDREN'S NETWORK (DPSS/CHILDREN'S NETWORK)**

**RECOMMENDATION:**

Adopt resolution formally establishing County of San Bernardino Children's Network and specifying powers and duties of the Children's Policy Council.

**BACKGROUND:**

On December 9, 1985, the Board of Supervisors approved the concept of a Children's Network designed to coordinate and enhance services to children in San Bernardino County. Since then, the concept has been placed into operation and has proven successful in enhancing communication among and between County agencies providing services to children, outside organizations providing such services, and the general public.

This action would formally establish the Children's Network as part of the County's organizational structure and provide the Children's Policy Council, the Network's directing board, with specific powers and duties. The powers and duties focus on identifying gaps and overlaps in services to children provided through County agencies, so that more effective service delivery systems can be developed. The Policy Council will also be empowered to make recommendations to the Board of Supervisors regarding funding priorities for child abuse prevention programs and other grant-funded projects. In addition, the resolution clarifies staffing and funding issues associated with the Children's Network.

**REVIEW BY OTHER DEPARTMENTS:**

This action has been reviewed by the Children's Network Executive Committee and the County Administrative Office. The resolution has been reviewed and approved as to legal form by County Counsel (Deputy Suzanna S. Cuneo).

**FINANCIAL DATA:**

There are no additional financial impacts associated with adoption of this resolution. Costs of the Children's Network Officer and support staff have been included in the FY 1988-89 DPSS Administration Budget.

**PRESENTER: James Fare, Administrator, Human Resources Agency**

RESOLUTION NO. 88-352

cc w/Res.:

HRA  
Children's Network  
CAO  
Auditor  
Supv. Hammock  
Juv. Court-P. Morris  
File

SWS

Action of the Board of Supervisors

**APPROVED** BOARD OF SUPERVISORS  
COUNTY OF SAN BERNARDINO

MOTION	<u>AYE</u>	<u>AYE</u>	<u>SECOND</u>	<u>AYE</u>	<u>MOTION</u>
	1	2	3	4	5

MARTHA M. SCUDDER, CLERK OF THE BOARD

BY \_\_\_\_\_

DATED: OCT 03 1988

OCTOBER 3, 1988

**RESOLUTION NO. 88-352 CREATING COUNTY OF SAN BERNARDINO  
CHILDREN'S NETWORK**

On Motion of Supervisor Hammock, duly seconded by Supervisor Riordan, the following Resolution is adopted:

**WHEREAS, the County of San Bernardino Board of Supervisors, on December 9, 1985, approved the concept of a County Children's Network to coordinate and enhance services to children in San Bernardino County, and**

**WHEREAS, the County Children's Network concept, since its approval by the Board, has proven effective in improving communication between County departments offering services to children and in overseeing programs designed for children, and**

**WHEREAS, the Board of Supervisors desires to now formally establish the Children's Network as part of the County's organizational structure and stipulate its powers and responsibilities,**

**NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors hereby creates the County of San Bernardino Children's Network in accord with the following provisions.**

**SECTION 1: PURPOSE. The purpose of the Children's Network is to provide comprehensive community services to children and youth by improving coordination, planning, communications and cooperation among youth-serving agencies; identifying gaps and overlaps in services; providing a forum for clarifying perceptions and expectations among and between County agencies and the community; setting priorities for interagency projects; implementing collaborative programs, public and private, to better serve children and youth and attracting resources from both the public and private sectors to meet children's needs.**

**SECTION 2: ORGANIZATION. The Children's Network shall be comprised of the following organizational components:**

- (a) Children's Policy Council
- (b) Children's Services Team
- (c) Children's Lobby
- (d) Children's Advocate Council
- (e) First Fund of Children's Resources
- (f) Children's Task Forces
- (g) At-large Membership

**With the exception of the First Fund of Children's Resources the Children's Policy Council shall determine the purpose and goals for each component, as well as the meeting and membership requirements for each.**

**SECTION 3: DIRECTING BOARD.** The Children's Policy Council shall serve as the Directing Board of the Children's Network

- (a) **Membership.** The Children's Policy Council will be composed of the department heads of the following County agencies either providing services to children or administering such programs.

- (1) Board of Supervisors
- (2) Community Services Department
- (3) County Administrative Officer
- (4) County Counsel
- (5) District Attorney
- (6) Human Resources Agency/DPSS
- (7) Library
- (8) Mental Health Department
- (9) Preschool Services Department
- (10) Probation Department
- (11) Public Defender
- (12) Public Health Department
- (13) Sheriff
- (14) Superintendent of County Schools
- (15) Presiding Judge, Juvenile Court

- (b) **Powers and Duties.** The Children's Policy Council is authorized the following powers and duties:

- (1) Plan and direct activities of the Children's Network and communicate plans and activities with the Network's organizational components, the Board of Supervisors and the general public.
- (2) Provide administrative direction to the Children's Network Officer regarding goals and objectives of the Network and specific tasks to be accomplished.
- (3) Establish meeting requirements and rules for conducting the Network's business.
- (4) Identify areas of service which would benefit from collaborative programming and formulate plans to implement such projects.
- (5) Prioritize, commit and direct resources for interagency projects and programs.
- (6) Develop an annual master plan for children's services and update it throughout the year.
- (7) Identify critical children's issues within the County and appoint Children's Task Forces or committees to study and recommend solutions.
- (8) Receive and act upon recommendations from the Network's various organizational components.
- (9) Review funding recommendations regarding child abuse neglect and prevention programs authorized by AB 1733 (Welfare and Institutions Code Sections 18962 et.seq.) and AB 2994 (Welfare and Institutions Code

- Sections 18965 et seq.), and make recommendations to the Board of Supervisors as may be appropriate.
- (10) Develop department protocols for all professionals involved in delivering children's services.
  - (11) Recommend grant applications and projects that will benefit children to the Board of Supervisors for approval.
  - (12) Recommend to the Board of Supervisors positions on legislation affecting children's issues.

- (c) Executive Committee. A three-member Executive Committee will be elected by the Policy Council. The Executive Committee members shall serve as Chairperson, First Vice-Chairperson and Second Vice-Chairperson of the Policy Council. The primary responsibility of the Chairperson and Vice-Chairperson, acting individually, will be to preside over all Policy Council meetings and facilitate meeting discussion. The primary responsibility of the Executive Committee will be to select and generally supervise the Children's Network Officer.

The Executive Committee may meet as necessary to review specific activities of or issues involving the Policy Council.

SECTION 4: STAFFING. The activities of the Children's Network will be administered by the Children's Network Officer and a small support staff. The Children's Network Officer shall be selected by the Children's Policy Council Executive Committee and Human Resources Agency Administrator. For employment purposes the HRA Administrator shall be deemed the appointing authority for the position. The Children's Network Officer will receive administrative direction and general supervision from the Children's Policy Council Executive Committee.

SECTION 5: FUNDING. Funding for staff and Network activities will be provided through a combination of County departmental budgets, grant funds, or outside revenue sources.

SECTION 6: EXPENSE REIMBURSEMENT. Non-County employees participating in various organizational components of the Children's Network shall receive no County expense reimbursement except as may be authorized by the Board of Supervisors.

PASSED AND ADOPTED by the Board of Supervisors of the County of San Bernardino, State of California, by the following vote:

AYES: SUPERVISORS: Mikels, Riordan, Walker, Hammock, Joyner

NOES: SUPERVISORS: None

ABSENT: SUPERVISORS: None

\* \* \* \* \*

STATE OF CALIFORNIA  
COUNTY OF SAN BERNARDINO

SS

I, MARTHA M. SCUDDER, Clerk of the Board of Supervisors of the County of San Bernardino, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by said Board of Supervisors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of October 3, 1988.

MARTHA M. SCUDDER  
Clerk of the Board

By \_\_\_\_\_  
Deputy

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**May 19, 1998**

**FROM: KENT PAXTON**  
Children's Network Officer

**SUBJECT:** Resolution Superseding Resolution No. 92-270 Adopted by the Board of Supervisors on November 30, 1992, Restructuring the Membership and Powers and Duties of the County of San Bernardino Children's Policy Council.

**RECOMMENDATION:** Adopt Resolution No. 98-96 to supersede Resolution No. 92-270 to add the Departments of Children's Services and Transitional Assistance and delete the Commission on the Status of Women, and update the powers and duties of the Children's Policy Council.

**BACKGROUND INFORMATION:** On October 8, 1988, the Board of Supervisors approved a resolution establishing the Children's Network and specifying the powers and duties of the Children's Policy Council. On April 23, 1990, the Board approved a resolution restructuring the Children's Network Policy Council to meet the statutory requirements of Welfare and Institutions Code section 18986 et seq., which authorizes the designation of an interagency children's services coordinating body in the County. As part of the 1992 state legislative process, AB 3805 (Chapter 522; amending Welfare and Institutions Code section 18986.11) passed and added a representative from a community-based organization.

On November 9, 1992, the Children's Policy Council voted to recommend to the Board of Supervisors that Inland Counties Regional Center, Inc. be added as a member to this County's Children's Policy Council to satisfy this statutory amendment.

The resolution being recommended updates and modified the membership of the Children's Policy Council.

**REVIEW BY OTHERS:** This action has been approved by the Children's Policy Council, reviewed by the County Administrative Officer, and approved as to legal form by Chief Deputy County Council Ruth Stringer.

**FINANCIAL IMPACT:** None

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Kent Paxton, Children's Network Officer

cc w/resolution:  
Children's Network  
Dept of Children's Services  
Transitional Assistance  
Commission on the Status of  
Women c/o Children's  
Network  
Children's Policy Council  
c/o Children's Network  
SSG  
File

Record of Action of the Board of Supervisors  
RESOLUTION NO. 98-96  
**APPROVED BOARD OF SUPERVISORS**  
COUNTY OF SAN BERNARDINO  
MOTION SECOND AYE MOVE ABSENT  
4 5  
EARLENE SPROAG, CLERK OF THE BOARD  
BY \_\_\_\_\_  
DATED: May 19, 1998

RESOLUTION NO. 98-96

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF  
SAN BERNARDINO, STATE OF CALIFORNIA, SUPERSEDING  
RESOLUTION NO. 92-270, RESTRUCTURING COUNTY OF SAN  
BERNARDINO CHILDREN'S POLICY COUNCIL

WHEREAS, the County of San Bernardino Board of Supervisors, on December 9, 1985, approved the concept of a County's Children's Network to coordinate and enhance services to children in San Bernardino County, and

WHEREAS, the County of San Bernardino Board of Supervisors, on October 3, 1988, adopted Resolution No. 88-352 formally establishing the County of San Bernardino Children's Network and specifying the powers and duties of the Children's Network Policy Council, and

WHEREAS, the County of San Bernardino Board of Supervisors, on 04-23-90 and 04-13-92, adopted Resolutions No. 90-178 and 92-85, respectively, modifying the structure of the County of San Bernardino Children's Network to meet the requirements of Welfare and Institutions Code Section 18986 et seq, and adopted Resolution No. 92-270 on 11/30/92 to add Inland Counties Regional Center, Inc., as a member of the County of San Bernardino Children's Network Policy Council, and

WHEREAS, the Children's Policy Council has recommended organizational changes to the County of San Bernardino Children's Network to reflect current operations and to continue to improve communication between public and private agencies offering services to children in this County.

NOW THEREFORE, BE IT RESOLVED, that the Board of Supervisors hereby approves the following Resolution making the organizational changes to the County of San Bernardino Children's Network as recommended by its Policy Council to continue



1 to improve communications and services with respect to children in this County, and  
2 this Resolution supersedes Resolution No. 92-270.

3       SECTION 1. Purpose - The purpose of the Children's Network is to provide  
4 comprehensive community services to children and youth by improving coordination,  
5 planning, communications and cooperation among youth-service agencies; identifying  
6 gaps and overlaps in services; providing a forum for clarifying perceptions and  
7 expectations among and between County agencies and community; setting priorities for  
8 interagency projects; implementing collaborative programs, public and private, to better  
9 serve children and youth and attracting resources from both the public and private  
10 sectors to meet children's needs.

11       SECTION 2. Organization - The Children's Network shall be comprised of  
12 the following organizational components:  
13

- 14           (a) Children's Policy Council
- 15           (b) Children's Services Team
- 16           (c) Children's Lobby
- 17           (d) Children's Advocate Linkage
- 18           (e) Children's Fund, Inc.
- 19           (f) Child Care Planning Council
- 20           (g) Family Preservation and Support Planning Council

21       With the exception of the Children's Fund, Inc., the Children's Policy Council  
22 shall determine the purpose of goals for each component, as well as the meeting and  
23 membership requirements for each.

24       SECTION 3. Directing Board - The Children's Network Policy Council shall  
25 serve as the Directing Board of the Children's Network.  
26  
27  
28

1           A.    Membership - The Children's Network Policy Council will be composed of  
2 the department heads of the following County agencies either providing services to  
3 children or administering such programs as well as representatives from outside the  
4 County government structure as follows:

- 5           (1)   A member of the Board of Supervisors
- 6           (2)   Community Services Department
- 7           (3)   County Administrative Officer
- 8           (4)   County Counsel
- 9           (5)   District Attorney
- 10          (6)   Department of Children's Services
- 11          (7)   Library
- 12          (8)   Behavioral Health Department
- 13          (9)   Preschool Services Department
- 14          (10)  Probation Department
- 15          (11)  Public Defender
- 16          (12)  Public Health Department
- 17          (13)  Sheriff
- 18          (14)  Superintendent of County Schools
- 19          (15)  Presiding Judge, Juvenile Court
- 20          (16)  One Superintendent of a Unified School District within the County  
21                selected by the Executive Committee of the Children's Network  
22                Policy Council
- 23          (17)  Children's Fund, Inc.
- 24          (18)  Economic and Community Development
- 25          (19)  Designee from the Local Planning Agency for the California Early  
26                Intervention Program
- 27          (20)  County Medical Center

1 (21) Transitional Assistance Department

2 (22) Inland Counties Regional Center, Inc.

3 B. Powers and Duties - The Children's Network Policy Council is

4 authorized the following powers and duties:

5 1. Meet monthly and be convened by the Chairperson or First Vice-  
6 Chairperson who shall be appointed by the Board of Supervisors for annual terms  
7 beginning January 1 of each year.

8 2. Plan and direct activities of the Children's Network and communicate  
9 plans and activities of the Network's organizational components, the Board of  
10 Supervisors and the general public.

11 3. Provide administrative direction to the Children's Network Officer  
12 regarding goals and objectives of the Network and specific tasks to be accomplished.

13 4. Establish meeting requirements and rules for conducting the Network's  
14 business.

15 5. Identifying areas of service which would benefit from collaborative  
16 programming and formulate plans to implement such projects.

17 6. Prioritize, commit and direct resources for interagency projects and  
18 programs.

19 7. Develop an annual master plan for children's services to be submitted  
20 to the Board of Supervisors before July 1 of each year.

21 8. Identify critical children's issues within the County and appoint  
22 committees to study and recommend solutions.

23 9. Receive and respond to recommendations from the Network's various  
24 organizational components.

25 10. Review funding recommendations regarding child abuse neglect and  
26 prevention programs authorized by Welfare and Institutions Code sections 18962 et

1 seq. and Welfare and Institutions Code sections 18965 et seq. and make  
2 recommendations to the Board of Supervisors as may be appropriate.

3 11. Develop department protocols for all professionals involved in  
4 delivering children's services.

5 12. Recommend grant applications and projects that will benefit children  
6 to the Board of Supervisors for approval.

7 13. Recommend to the Board of Supervisors positions on legislation  
8 affecting children's issues.

9 14. Provide for Countywide interagency case management to coordinate  
10 resources, for those children and their families who require services from more than  
11 one agency.

12 15. Recommend to the Board of Supervisors requests for waivers on  
13 Title IV-E Foster Care funds, Office of Criminal Justice Planning funds, Medi-cal case  
14 management reimbursement, and other funding sources, from the State of California,  
15 as appropriate to implement interagency programs.

16 16. Provide guidance on and report to the Board of Supervisors on the  
17 effectiveness, expansion and supply of high quality, affordable child care services.

18 17. Review and recommend Healthy Support Services for Children's  
19 grant program proposals.

20 18. Review funding recommendations regarding Family Preservation and  
21 Support Programs, as continued in the Omnibus Budget Reconciliation Act of 1993  
22 pursuant to sections 430 to 435 of the Social Security Act (42 U.S.C. Section 629)  
23 and Welfare and Institutions Code section 16500.7 et seq., and make  
24 recommendations to the Board of Supervisors as may be appropriate.

25 C. Executive Committee - A three-member Executive Committee will be  
26 elected by the Policy Council and approved by the Board of Supervisors. The Executive  
27 Committee members shall serve as Chairperson, First Vice-Chairperson and Second  
28

1 Vice-Chairperson of the Policy Council. The primary responsibility of the Chairperson  
2 and Vice-Chairperson, acting individually, will be to preside over all Policy Council  
3 meetings and facilitate meeting discussion. The primary responsibility of the Executive  
4 Committee will be to select and generally supervise the Children's Network Officer.

5 The Executive Committee may meet as necessary to review specific activities of  
6 or issues involving the Policy Council.

7  
8 SECTION 4: Staffing - The Activities of the Children's Network will be  
9 administered by the Children's Network Officer and a small support staff. The  
10 Children's Network Officer shall be selected by the Children's Policy Council Executive  
11 Committee and the Assistant Administrative Officer for Social Services. For  
12 employment purposes, the Assistant Administrative Officer for Social Services shall be  
13 deemed the appointing authority for the position. The Children's Network Officer will  
14 receive direction and general supervision from the Children's Policy Council Executive  
15 Committee.

16 SECTION 5: Funding - Funding for staff and Network activities will be provided  
17 through a combination of County departmental budgets, grant funds, and outside  
18 revenue sources.

19 SECTION 6: Expense Reimbursement - Non-County employees participating in  
20 various organizational components of the Children's Network shall receive no County  
21 expense reimbursement except as may be authorized by the Board of Supervisors.

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

1 PASSED AND ADOPTED by the Board of Supervisors of San Bernardino County, State  
2 of California, by the following vote:

3 AYES: SUPERVISORS: Davis, Mikels, Walker, Hansberger

4 NOES: SUPERVISORS: None

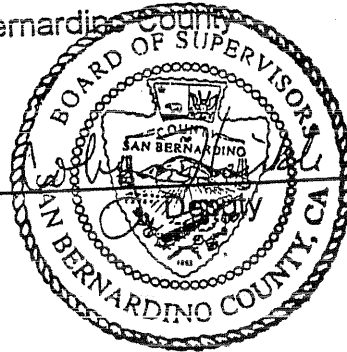
5 ABSENT: SUPERVISORS: Eaves

6 STATE OF CALIFORNIA  
7 } ss.  
8 COUNTY OF SAN BERNARDINO }

9 I, EARLENE SPROAT, Clerk of the Board of Supervisors of San Bernardino  
10 County, California, hereby certify the foregoing to be a full, true and correct copy of the  
11 record of the action as the same appears in the Official Minutes of said Board at its  
12 meeting of May 19, 1998.

13 EARLENE SPROAT  
14 Clerk of the Board of Supervisors  
15 of San Bernardino County

16 By \_\_\_\_\_



**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

June 24, 2008

**FROM: DEANNA AVEY-MOTIKEIT, Director  
Department of Children's Services**

**AMY COUSINEAU, Network Officer  
Children's Network**

**SUBJECT: CONTRACTS FOR CHILD ABUSE PREVENTION, INTERVENTION AND  
TREATMENT AND PROMOTING SAFE AND STABLE FAMILIES PROGRAM  
SERVICES**

**RECOMMENDATION:** Approve Contracts with the following agencies to provide Child Abuse Prevention, Intervention, and Treatment and Promoting Safe and Stable Families program services for the period of July 1, 2008 through June 30, 2009, in an amount not to exceed \$2,756,050.

Contractor	Amount Not to Exceed	Area(s) Served	Contract Number
Bilingual Family Counseling Services, Inc.	\$200,250	Western	
Catholic Charities San Bernardino/Riverside	\$645,250	Countywide	
Center for Healing and Childhood Trauma	\$80,000	Central, Western	
Christian Counseling Service	\$140,000	Central	
Community Action Partnership	\$550,000	Countywide	
Desert/Mountain SELPA	\$115,000	Northern Desert	
Family Service Agency of San Bernardino	\$125,000	Central	
Family Service Association of Redlands	\$155,750	Central	
Lutheran Social Services	\$220,000	Mountains, Northern Desert	
Morongo Basin Mental Health Services	\$100,000	Northern Desert (Barstow)	
Morongo Basin Unity Home, Inc.	\$124,800	Eastern	
Pacific Clinics	\$200,000	Eastern	
Rim Family Services	\$100,000	Mountains	
Total	\$2,756,050		

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Record of Action of the Board of Supervisors

**APPROVED(CONSENT CALENDAR)**

**BOARD OF SUPERVISORS  
COUNTY OF SAN BERNARDINO**

MOTION	<u>AYE</u>	<u>AYE</u>	<u>SECOND</u>	<u>MOVE</u>	<u>AYE</u>
	1	2	3	4	5

DENA M. SMITH, CLERK OF THE BOARD

BY \_\_\_\_\_

DATED: June 24, 2008

ITEM 055

# CONTRACTS FOR CHILD ABUSE PREVENTION, INTERVENTION, AND TREATMENT AND PROMOTING SAFE AND STABLE FAMILIES PROGRAM SERVICES

June 24, 2008

Page 2 of 4

**BACKGROUND INFORMATION:** Each year the County investigates allegations of abuse and neglect of more than 50,000 children. The major goal of the Child Welfare Services system is to protect and promote the welfare of all children by preventing and/or remedying problems that may result in, or have resulted from, neglect or abuse. Many times, in order to accomplish this goal, it is necessary that the entire family participate in programs and services that include strength-based and holistic family-based intervention strategies that will improve the emotional and psychosocial well being of the child and family unit. Program services help biological and adoptive families stay together in order to avoid having children removed from their homes. The Department of Children's Services (DCS) and the Children's Network provide Child Abuse Prevention, Intervention, and Treatment (CAPIT) and Promoting Safe and Stable Families (PSSF) services to children at risk of child abuse and neglect, and their families, both directly and through contracted vendors.

On January 8, 2008, the Board of Supervisors (Board) approved and authorized the release of a Request for Proposals (RFP) to solicit agencies to provide CAPIT and PSSF services. The RFP was advertised through the County's Internet website, area newspapers, and mailings to approximately 125 agencies. A mandatory conference was held on January 23, 2008, representatives from 39 agencies attended. Proposals were received as follows:

Agency	Proposed Area(s)	Amount Requested
Aspira	Countywide	\$292,874
Asante Family Agency	Central	\$310,582
Bilingual Family Counseling Service, Inc.	Western	\$312,167
Catholic Charities San Bernardino/Riverside	Countywide	\$1,265,169
Center for Healing and Childhood Trauma	Central, Western	\$343,749
Central City Lutheran Mission	Central	\$200,000
Christian Counseling Service	Central	\$669,854
Community Action Partnership of San Bernardino County	Countywide	\$550,000
Crittenton Services for Children and Families	Western, Central, High Desert	\$2,145,000
Desert/Mountain SELPA	Desert	\$500,000
Eagle's Wings Organization	Central, Western	\$122,550
Family Service Agency of San Bernardino	Central, Western	\$542,278
Family Service Association of Redlands	Countywide – but primarily Central	\$261,249
Lutheran Social Services	Central – but primarily Mtns and Northern Desert	\$347,406
Making a Difference Association	Central	\$84,241
Mental Health Systems, Inc.	Countywide	\$2,998,840
Morongo Basin Mental Health Services	Eastern Desert	\$300,446
Morongo Basin Unity Home, Inc.	Eastern Desert	\$140,275
Olive Branch Counseling Center, Inc.	Central, Western	\$484,354
Option House	Central	\$124,953
Pacific Clinics	Eastern Desert	\$376,963



**CONTRACTS FOR CHILD ABUSE PREVENTION, INTERVENTION, AND TREATMENT AND PROMOTING SAFE AND STABLE FAMILIES PROGRAM SERVICES**

**June 24, 2008**

**Page 3 of 4**

Agency	Proposed Area(s)	Amount Requested
Parents Anonymous	Countywide	\$200,000
Prevention Network	Countywide	\$197,005
Rim Family Services	Central - but primarily Mtns	\$100,000
Total Requested		\$12,869,955
Total Awarded		\$2,756,050
Difference		-\$10,113,905

An evaluation team, comprised of members from DCS, Department of Behavioral Health, Human Services (HS) Quality Support Services, and HS Administrative Support Division, rated the proposals based on the following criteria: Introduction/Understanding Need for Services, Experience and Staffing Levels, Program Services and Strategies, Collaborative Efforts and Community Outreach, Cultural Responsiveness, Outcome Based Measurements and Evaluation, Geographic Equity, and Program Budget/Cost Reasonableness.

As shown in the table above, funding requested through this procurement process greatly exceeded the amount available. Based on the evaluation team's recommendations, DCS Management invited 14 agencies to participate in contract negotiations. Mental Health Systems chose not to participate in the negotiations. Agencies not successful in the procurement process were not recommended for contract award because of one or more of the following reasons: the services proposed did not meet the Departments' needs, had limited experience providing services to the target population, proposed a higher cost for services, and/or another agency was recommended to serve the same geographical region. All agencies that submitted proposals, but were not recommended for funding, were notified by letter that they may protest the recommendations by submitting a formal protest letter to HS Contracts. No protests were received.

Approval of this item will allow DCS to contract with the agencies listed in the Recommendation to provide CAPIT and PSSF services in an amount not to exceed \$2,756,050 for the period of July 1, 2008 through June 30, 2008.

Contractor performance will be measured by reviewing the required monthly reports and annual site visits by County staff to monitor compliance with the administrative, fiscal, and program requirements of the contract.

**REVIEW BY OTHERS:** The Children's Policy Council approved the recommendations on May 28, 2008. These Contracts were reviewed by County Counsel (Michael A. Markel, Supervising Deputy County Counsel, 387-0520) on June 9, 2008, and HS Contracts (Lory Klopfer, Interim Contracts Manager, 388-0205) on May 30, 2008. This item has also been reviewed by HS Finance (John Hallen, Administrative Analyst, 388-0208) on June 11, 2008 and the County Administrative Office (Lori Ciabattini, Interim Administrative Analyst, 388-0253) on June 10, 2008.

**CONTRACTS FOR CHILD ABUSE PREVENTION, INTERVENTION, AND TREATMENT AND  
PROMOTING SAFE AND STABLE FAMILIES PROGRAM SERVICES**

**June 24, 2008**

**Page 4 of 4**

**FINANCIAL IMPACT:** Approval of this item will award contracts in the amount of \$2,756,050 for the period of July 1, 2008 through June 30, 2009. Funding for these services is provided from State of California CAPIT allocation (\$615,600), funds generated by the sale of birth certificates and designated for Child Abuse Prevention (\$464,400), and Federal funds (\$1,676,050). The CAPIT and birth certificate funding (\$1,080,000) is included in the AAA DVC – Domestic Violence budget unit. PSSF funding (\$1,676,050) is included in the AAA DPA – HS Administrative budget unit. Adequate appropriation and revenue of \$2,756,050 has been included in these budget units for the proposed FY 2008-09 budget. There is no local cost.

**SUPERVISORIAL DISTRICTS:** All

**PRESENTER:** DeAnna Avey-Motikeit, Director, Department of Children's Services, 388-0242

# Child Abuse Prevention Council Roster

<i>Name</i>	<i>Agency</i>	<i>Address</i>	<i>City</i>	<i>Stat</i>	<i>Zip</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>
	San Bernardino County Sheriff's Department 909-387-3402	County - 2002	655 East Third Street	San Bernardino	CA	92415-0061	909-387-3669	
Adams, Charles	Community Action Partnership	696 S. Tippecanoe Avenue	San Bernardino	CA	92415-0610	909-723-1500	909-891-3961	County - 2002
Arden, Rick	Probation	175 West Fifth Street, 4th Floor	San Bernardino	CA	92415	909-387-5856	909-387-5600	arden@pd.sbcounty.gov
Avey-Motikeit, DeAnna	Department of Children's Services	150 S. Lena Road	San Bernardino	CA	92415-0515	909-388-0242		daveymotikeit@hss.sbcounty.gov
Benton, Holly	Probation	175 West 5th Street, 4th Floor	San Bernardino	CA	92415	909-387-5785		hbenton@prob.sbcounty.gov
Boldt, Dianne dboldt@sbcasd.org	Sheriff's Dept - Crimes Against Children Detail		655 East Third Street	San Bernardino	CA	92415	909-387-3710	
Cannady, Jennifer	Public Defender	900 E. Gilbert Street, Bldg. 5	San Bernardino	CA	92415			jcannady@pd.sbcounty.gov
Chinnock, Richard	Loma Linda University Pediatrics	11175 Campus Street, Room A 1109	Loma Linda	CA	92354	(808) 558-4130		rchinnock@llu.edu
Clark, Mary Lynn	Inland Regional Center	P.O. Box 6127	San Bernardino	CA	92412	909-890-3402	909-890-3495	mlclark@inlandrc.org
Cousineau, Amy	Children's Network	825 E. Hospitality Lane, 2nd Flr.	San Bernardino	CA	92415-0049	(909) 383-9657	(909) 383-9688	acousineau@hss.sbcounty.gov
Eastman, Faye	School Linked Programs & Partnerships	601 North E Street	San Bernardino	CA	92410-3093	(909) 386-2917	(909) 386-2940	faye_eastman@sbcass.k12.ca.us
Ellis, Meaghan	Public Health	351 N. Mt. View Ave.	San Bernardino	CA	92415-0110	909-387-9146		mellis@dph.sbcounty.gov
Faulkner, Cindy	First 5 San Bernardino	330 North D Street, 5th Floor	San Bernardino	CA	92415-0442	909-386-7706		cfaulkner@cfc.sbcounty.gov
Ferguson, Laurie	Public Defender	398 W. 4th Street	San Bernardino	CA	92415	909-388-0589		County

<i><b>Name</b></i>	<i><b>Agency</b></i>	<i><b>Address</b></i>	<i><b>City</b></i>	<i><b>Stat</b></i>	<i><b>Zip</b></i>	<i><b>Phone</b></i>	<i><b>Fax</b></i>	<i><b>Email</b></i>
Gardner, Chris	Public Defender	900 East Gilbert Street	San Bernardino	CA	92415-	(909) 387-0524 0950		cgardner@pd.sbcounty.gov
Gonzales, Josie	Board of Supervisors, 5th District	385 N. Arrowhead Ave.	San Bernardino	CA	92415-	(909) 387-4565 0120		jgonzales@bos.sbcounty.gov
Griffin, Ron	Preschool Services	662 South Tippecanoe	San Bernardino	CA	92415-	909-387-2355 0630		rgiffin@psd.sbcounty.gov
Hill, Margaret	San Bernardino County Schools	601 North E Street	San Bernardino	CA	92415-	909-386-2902 0020	909-386-2940	margaret_hill@sbcss.k12.ca.us
Johnson, Tim	Board of Supervisors 2nd District	385 N. Arrowhead Ave., 5th Floor	San Bernardino	CA	92415	909-945-4297		tjohnson@bos.sbcounty.gov
Kochis, John	District Attorney's Office	316 North Mtn. View	San Bernardino	CA	92415	909-387-6453		
Kovensky, Steve	Fontana Sheriff's Station	17780 Arrow Blvd.	Fontana	CA	92335			skovensky@sbcasd.org
Lindley, Jim	Public Health	351 N. Mtn. View Ave.	San Bernardino	CA	92415-	909-387-9146 0110		jlindley@dph.sbcounty.gov
Markel, Michael	County Counsel	385 N. Arrowhead Ave. 4th Floor	San Bernardino	CA	92415-	909-387-0520 0140		mmarkel@cc.co.san-bernardino.ca.us
Morales, Stephen	TAY	700 E. Gilbert Street, Bldg. #4	San Bernardino	CA	92415	909-387-7218		smorales@dbh.sbcounty.gov
Nickols, Patricia	Community Action Partnership	696 S. Tippecanoe Ave.	San Bernardino	CA	92415	909-723-1500	909-891-9080	plnickols@csd.sbcounty.gov
Ohikhuare, Maxwell	Public Health Department	351 N. Mt. View Ave.	San Bernardino	CA	92415-	909-387-6218 0110		mohikhuare@dph.sbcounty.gov
Ovitt, Gary	Board of Supervisors	385 N. Arrowhead Ave., 5th Floor	San Bernardino	CA	92415-			govitt@bos.sbcounty.gov
Rawland, Allan	Dept. of Behavioral Health	268 W. Hospitality Lane, Ste. 400	San Bernardino	CA	92415-	909-382-3133 0026		arawland@dbh.sbcounty.gov
Schertell, Michael	DBH	268 W. Hospitality Lane, Ste. 400	San Bernardino	CA	92415	909-382-3078		mschertell@dbh.sbcounty.gov
Scott, Karen	First 5 San Bernardino	330 N. "D" Street	San Bernardino	CA	92415-	(909) 386-7706 0442		kscott@hss.sbcounty.gov
Scray, Michelle	San Bernardino County Probation Dept.	175 W. 5th Street, 4th Floor	San Bernardino	CA	92415-	909-387-5684 0460	909-387-5600	County

<i><b>Name</b></i>	<i><b>Agency</b></i>	<i><b>Address</b></i>	<i><b>City</b></i>	<i><b>Stat</b></i>	<i><b>Zip</b></i>	<i><b>Phone</b></i>	<i><b>Fax</b></i>	<i><b>Email</b></i>
Slough, Marsha	Juvenile Court	900 East Gilbert Street	San Bernardino	CA	92415-0955			mslough@courts.sbcounty.gov
Stafford, Rebecca	Children's Fund	385 N. Arrowhead Ave., 2nd Floor	San Bernardino	CA	92415-0132	909-387-4949	909-387-5374	rstafford@hss.sbcounty.gov
Trager-Dvorak, Denise	District Attorney's Office - Juvenile Division	900 East Gilbert Street	San Bernardino	CA	92415-0943	909-387-6979		
Valdez, Bea	CAO	385 N. Arrowhead Ave., 5th Flr.	San Bernardino	CA	92415-0120	909-387-5301		bvaldez@cao.sbcounty.gov
Watkins, Kathy	Legislation and Research	150 South Lena Road	San Bernardino	CA	92415-0515			County
Zerovnik, Greg	SB County Library	104 W. 4th Street	San Bernardino	CA	92415	387-9619	387-5880	gzerovnik@lib.sbcounty.gov
Zook, David	1st District Board of Supervisors	385 N. Arrowhead Ave., 5th Floor	San Bernardino	CA	92415			dzook@sbcounty.gov

***Revised: Friday, January 23, 2009***



# **Request For Proposal for Child Abuse Prevention, Intervention and Treatment (CAPIT) and Promoting Safe and Stable Families (PSSF)**

**Linda Haugan  
Assistant County Administrator  
Human Services  
County of San Bernardino**

**DeAnna Avey-Motikeit  
Department of Children's Services**

**Amy Cousineau, Interim Network Officer  
Children's Network**

**Administrative Support Division - Contracts Unit  
150 South Lena Road  
San Bernardino, CA 92415-0515  
(909) 388-0360**

**RFP HS 07-04**

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### ATTACHMENTS

- A – Summary of Welfare and Institutions Code 16507.7
- B1 – Complaint and Grievance Procedure
- B2 – Complaint and Grievance Procedure (Spanish)
- C – Program Services and Targets for Fiscal Year 2008-2009
- D – Program Budget
- E – RFP Checklist



## I. INTRODUCTION

### A. Purpose

The County of San Bernardino Department of Children's Services in conjunction with the Children's Policy Council, hereafter referred to as the "County", is seeking proposals from interested and qualified organizations and firms to provide Child Abuse Prevention, Intervention and Treatment (CAPIT) and Promoting Safe and Stable Families (PSSF) services, under a cost-reimbursement agreement for the one-year period of July 1, 2008 through June 30, 2009. The County may, but is not obligated to extend awarded contract(s) for up to two additional one-year period(s) contingent on the availability of funds and Contractor performance. An amount not to exceed \$3,000,000 has been allocated for these services for the period indicated. The number of awards will be determined by the quality of the proposals received.

### B. Minimum Proposer Requirements

Proposers must:

1. Have no record of unsatisfactory performance. Contractors who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the control of the Contractor, shall be presumed to be unable to meet this requirement.
2. Have the ability to maintain adequate files and records and meet statistical reporting requirements.
3. Have the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail.
4. Meet other presentation and participation requirements listed in this RFP.

### C. Proposal Conference

A proposal conference will be held at Behavioral Health Resource Center, Auditorium, 850 E. Foothill Blvd., Rialto, CA at 10:00 a.m. on Wednesday, January 23, 2008. Attendance at the conference is non-mandatory; however, proposers are strongly encouraged to attend.

### D. Correspondence

All correspondence, including proposals, is to be submitted to:

County of San Bernardino  
Human Services  
ATTN: HS Contracts Unit (RFP HS 07-04)  
150 South Lena Road  
San Bernardino, CA 92415-0515

Lisa Ordaz, (909) 388-0222, and E-mail at [lordaz@hss.sbcounty.gov](mailto:lordaz@hss.sbcounty.gov)

During the proposal and evaluation process, the individual identified above is the sole contact point for any inquiries or information relating to this RFP. Only if authorized by the County's contact, may other County Staff provide information. Any violation of this procedure may be grounds for disqualification of the Proposer. It is the responsibility of the Proposer to ensure that the RFP responses arrive in a timely

manner.

**E. Proposal Submission Deadline**

**All proposals must be received at the address listed in Paragraph D of this Section no later than 4:00 p.m. on Wednesday, March 12, 2008.** Facsimile or electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late proposals will not be considered.

**II. PROCUREMENT TIMELINE**

- |    |   |  |
|----|---|--|
| A. | Proposal Conference                             | 10:00 a.m. Wednesday, January 23, 2008 |
| B. | Deadline for submission of questions            | 4:00 p.m. Friday, February 1, 2008     |
| C. | Deadline for proposals                          | 4:00 p.m. Wednesday, March 12, 2008    |
| D. | Tentative date for Mailing Award/Denial Letters | Monday, April 28, 2008                 |
| E. | Tentative Deadline for protests                 | Thursday, May 8, 2008                  |
| F. | Tentative date for awarding of Contract(s)      | Tuesday, May 20, 2008                  |
| G. | Tentative Start Date for Contract(s)            | Tuesday, July 1, 2008                  |

The above dates are subject to change as deemed necessary by the County.

**III. PROCUREMENT CONDITIONS**

**A. Contingencies**

Funding for this program is contingent on Federal, State, and County funding. This RFP does not commit the County to award a Contract. Cost, while not necessarily the primary factor used in the selection process, is an important factor. The County will award a Contract based on the proposal that best meets the needs of the County.

The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all Proposers, in writing, if the County rejects all proposals.

**B. Modifications**

The County reserves the right to issue addenda or amendments to this RFP. The County also reserves the right to terminate this procurement process at any time.

**C. Proposal Submission**

To be considered, all proposals must be submitted in the manner set forth in this RFP. **It is the Proposer's responsibility to ensure that its proposal arrives on or before**

**the specified time.** All proposals and materials submitted become the property of the County.

D. Inaccuracies or Misrepresentations

If in the course of the RFP process or in the administration of a resulting contract, the County determines that the Proposer has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, the Proposer may be terminated from the RFP process or in the event a contract has been awarded, the contract may be immediately terminated.

In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

E. Incurred Costs

This RFP does not commit the County to pay any costs incurred in the preparation of a proposal in response to this request and Proposer agrees that all costs incurred in developing this proposal are the Proposer's responsibility.

F. Proposal Confidentiality

Proposers should be aware that proposal responses are subject to the California Public Records Act (Government Code Section 6250 et seq.). If any Proposer's proposal contains trade secrets or other information, which is proprietary by law, the Proposer must notify the County of its request to keep that information confidential.

The request to keep proprietary information confidential must be made in writing and attached to the envelope or other medium used to submit the proposal. The confidential or proprietary information shall be readily separable from the response in order to facilitate eventual public inspection of the non-confidential portion of the response.

The County will review the request and notify the Proposer in writing of its decision as to whether confidentiality can be maintained under law. If confidentiality cannot be maintained, the Proposer has the option of withdrawing the proposal or advising the County of its understanding that this information will become public record. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

In the event a public records request is made for information designated by the Proposer as confidential or proprietary and if the County has made a determination as to the confidential or proprietary nature of the information, the County will notify the Proposer of the request. The Proposer will have an opportunity to seek a determination from the appropriate court as to the disclosure or non-disclosure of the information.

G. Negotiations

The County may require the potential Contractor(s) selected to participate in negotiations, and to submit revisions to pricing, technical information, and/or other items from their proposal(s) as may result from these negotiations.

H. Level of Service

For any Contract awarded as a result of the RFP, no minimum or maximum number of

referrals can be guaranteed by the County.

#### IV. PROGRAM REQUIREMENTS

##### A. Definitions

1. AB 636 (2001) – Legislation enacting the Child Welfare System Improvement and Accountability Act of 2001. (W & I Code Section 10601.2)
2. AB 1733 (1982) – Legislation providing State funds to the counties for Child Abuse Prevention, Intervention, and Treatment services. (W & I Code Section 18960 et seq.)
3. AB 2994 (1982) – Legislation charging additional fees for copies of birth certificates to be used at the counties' discretion for child abuse prevention and intervention. (W & I Code Section 18965 et seq.)
4. Adoption Promotion and Support Services – Services designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services designed to expedite the adoption process and support adoptive families.
5. CAPIT – The acronym for Child Abuse Prevention, Intervention and Treatment, which is a State-funded program that is augmented with County birth certificate funds.
6. CDSS – The acronym for the California Department of Social Services.
7. Child – An individual, male or female under the age of eighteen.
8. Client – An individual, adult or child, who by consent or court order, receives treatment, prevention or educational services from the service provider and is a victim, potential victim, perpetrator of child abuse and/or neglect, or a non-protecting parent of one of said victims, potential victim, or perpetrator.
9. Collaboration – A process that involves exchanging information, aligning activities, sharing resources and enhancing the capacity of one another to achieve mutual benefits and a common purpose by sharing responsibilities, resources, risks and rewards. Often collaborations form public and private partnerships, and include representation from the population to be served. They meet regularly, working together in small groups, often performing different tasks and roles to achieve a common objective.
10. Culturally Sensitive – The acceptance and understanding of cultural mores and their possible influence on the client's problem and or behavior.
11. DCS – The acronym for the Department of Children's Services.
12. Efforts to Outcomes (ETO ®) – A social services model software database with capability to capture client referral, progress, and completion data as well as generate reports to determine program performance.
13. Family – Any combination of individuals related by blood, marriage, adoption, legal custody, legal guardianship or non-related extended family members. Families may define their own "family" and this self-definition may include non-

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related members.

14. Family Preservation Services – Services typically designed to help families alleviate crisis that might lead to out-of-home placement of children; maintaining the safety of children in their own homes; supporting families preparing to reunify or adopt; and assisting families in obtaining services and other support necessary to address their multiple needs. (If a child cannot be protected from harm without placement or the family does not have adequate strengths on which to build, services to preserve that family are not appropriate.)
15. Family Resource Center – A facility conveniently located in the community where families or anyone in need, can access a variety of programs and services. Services provided should be comprehensive and integrated.
16. Family Support Home Visiting – A service delivery model for bringing services to the clients' homes. Services may include, but are not limited to, counseling, basic life-skills and self-sufficiency training, referral and linkage, case management, mediation and conflict resolution, and pre-placement family conferencing. Some of these services may be integrated with nurse home visiting services. Services provided should be intensive, focused, and outcome-oriented.
17. Family Support Services (General) – Activities designed to assist families in utilizing available resources and opportunities in their community. These services include, but are not limited to, counseling, self-sufficiency training, referral and linkage, mediation and conflict resolution.
18. Family Support Services (Hard Goods) – Other Family Support Services offered might include "hard goods" such as temporary housing, car repairs, clothing, bedding and appliances.
19. Group Therapy – Offers unique opportunities to work on relationship issues, such as trust, individuation, and self-responsibility. It may be used as an adjunct to other types of treatment and support for maltreating parents. Group therapy is designed to enhance interpersonal communication.
20. HS – The acronym for San Bernardino County Human Services, which oversees the eight Human Services Departments and fosters concern for social programs within the County and communities as a whole.
21. Impact Evaluation – Captures demographic, services and assessment, client and social worker follow-up, and client engagement data.
22. Individual Therapy – Ranges from insight-oriented psychotherapy to various behavioral treatment strategies. In determining the specific type of individual therapy, caseworkers must consider the family's or individual's current situation, their ability to verbalize feelings and their capacity to make changes in their lives. Some of the issues to be addressed in individual therapy are: past history of abuse; attitudes toward violence; cognitive patterns; anger/impulse control; sexuality; managing stress; and substance abuse.
23. Nurse In-Home Services – Requires a nurse to provide in-home services that include, but are not limited to, health education, child development training, basic parenting skills training, referral and linkage, and basic life skills training.

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Services should be intensive, focused, and outcome-oriented.

24. OCAP – The acronym for the Office of Child Abuse Prevention. A division of the California State Department of Social Services (CDSS) which is responsible for awarding AB 1733 funds to participating counties to be used for implementation of local child abuse prevention, intervention, and treatment programs.
25. Outcomes – An indicator that measures the results of treatment and/or services provided to clients and/or families.
26. Parent/Child Interactive Therapy – Pertains to intensive positive interaction training involving the use of live coaching and incorporates both parent and child within the treatment session. The UC Davis model is considered best practice for this type of service.
27. Parenting Skills Program – Child development, home management and consumer education provided through social services and/or specialized formal instruction and practice in parenting skill achievement in accordance with the Welfare and Institutions Code, Section 16507.7. Program can be targeted to adults and/or pregnant/parenting teens.
28. Prevention Services – The school-based or community-based provision of educational, supportive or informational services which promote awareness and/or increase the functionality of families where the potential for child abuse and neglect exists.
29. PSSF – The acronym for Promoting Safe and Stable Families. A federally funded program to provide family support, family preservation, time-limited reunification, and other services to promote and support adoptions.
30. Referral and linkage services – Information, referral, and coordination, which results in an effective and satisfactory connection between the referred person/family and the agency/provider to which they were referred.
31. Relative – An individual who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words "great", "great-great", or "grand", or the spouse of any of these persons, even if the marriage was terminated by death or dissolution.
32. Relative Caretaker – A relative other than the birth parent(s) who takes on the primary responsibility of rearing a child. Also known as a Kin-Care provider.
33. Request for Proposals – The document used to solicit a solution or solutions from potential contractors to a specific problem or need. Although price is important, originality and effectiveness of the proposal, and the background and experience of the Proposer, are evaluated in addition to the proposed price.
34. San Bernardino County Children's Network (Policy Council) – An organization of the County of San Bernardino composed of department heads of multiple County agencies (and representatives from outside the County government structure) that provide services to children and/or administer programs that provide such services. The purpose of the organization is to provide leadership in the development of comprehensive community services to children and youth.

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35. System Improvement Plan (SIP) – The AB 636 SIP is an agreement between the San Bernardino County Board of Supervisors and the California Department of Social Services, stating that the County is dedicated to improving safety, permanency, and well-being outcomes for children and families that have come to the attention of child Welfare Services through a plan of improvement goals, strategies and milestones. In 2007, the County's areas of improvement are rate of re-entry into foster care, timeliness to adoptions, children transitioning to self-sufficient adulthood, and fairness and equity.
36. Service Hours – Pertains to the amount of therapist's/facilitator's time spent on a service type.
37. Target Population – The group of individuals with common characteristics that define them as a victim, potential victim, perpetrator or non-protecting parent of child abuse and/or neglect and require services that provide family support, family preservation, time-limited family reunification, and adoption support.
38. Time Limited Reunification Services – Services provided to a child who is removed from the child's home by the Juvenile Court and placed in a foster family home or a child care institution. These services are also for the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately, but only during the 18-month period that begins on the date that the child is considered to have entered foster care. Time-limited family reunification services include individual, group and family counseling; inpatient, residential, or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; temporary child care and therapeutic services for families, including crisis nurseries; and transportation to and from any of the above services

B. Reference Documents

Human Services has copies of the following materials available for review:

1. Americans with Disabilities Act [<http://www.dol.gov/esa/regs/statutes/ofccp/ada.htm>]
2. California Department of Social Services Manual of Policies and Procedures Division 21 and Division 23, Sections 600, 602, and 604 [[http://www.dss.cahwnet.gov/ord/cdssmanual\\_240.htm](http://www.dss.cahwnet.gov/ord/cdssmanual_240.htm)]
3. Clean Air Act (42 USC 7606) [<http://www4.law.cornell.edu/uscode/html/uscode42>]
4. Clean Water Act (33 USC 1368) [<http://www4.law.cornell.edu/uscode/html/uscode33>]
5. Environmental Tobacco Smoke (20 USC 6081 et seq.), also known as the Pro-Children Act of 1994 [<http://www4.law.cornell.edu/uscode/html/uscode20>]
6. Executive Order 11246, as amended by Executive Order 11375, 11625, 12138, 12432, 12250 [<http://www.dol.gov/esa/regs/compliance/ofccp/fs11246.htm>]
7. Executive Order 11738 and Environmental Protection Agency regulations (40 CFR, Part 32) [<http://www4.law.cornell.edu/cfr>]
8. Executive Order 12549 and Debarment, Suspension, And Other Responsibility Matters (45 CFR, Part 76) [<http://www4.law.cornell.edu/cfr>]
9. Government Code 6250 et seq. [<http://www.leginfo.ca.gov/calaw.html>]

10. Government Code 87100 et seq. [<http://www.leginfo.ca.gov/calaw.html>]
11. Office of Management and Budget (OMB) Circulars [<http://www.whitehouse.gov/omb/circulars/>]
12. Penal Code 11105.3 [<http://www.leginfo.ca.gov/calaw.html>]
13. San Bernardino County Policy (11-10) - Recycled products
14. State Energy Conservation Plan (California Code of Regulations Title 20, Division 2, Chapter 4) [<http://ccr.oal.ca.gov/default.htm>]
15. Title VII of the Civil Rights Act of 1964 [<http://www.eeoc.gov/policy/vii.html>]
16. Welfare and Institutions Code, Section 10000 [<http://www.leginfo.ca.gov/calaw.html>]
17. Welfare and Institutions Code, Section 10601.2 (2001) [<http://www.leginfo.ca.gov/calaw.html>]
18. Welfare and Institutions Code, Section 16600 – 16605 [<http://www.leginfo.ca.gov/calaw.html>]
19. Welfare and Institutions Code, Section 18960 (AB 1733 (1982)) [<http://www.leginfo.ca.gov/calaw.html>]
20. Welfare and Institutions Code, Sections 18965 et seq. (AB 2994 1982)) [<http://www.leginfo.ca.gov/calaw.html>]
21. Welfare and Institutions Code, Section 18967 [<http://www.leginfo.ca.gov/calaw.html>]
22. Welfare and Institutions Code, Section 16507.7 [<http://www.leginfo.ca.gov/calaw.html>]
23. Federal Regulations (41 Code 60, 1.40) [<http://www.leginfo.ca.gov/calaw.html>]
24. Federal Public Law 105-89, the Adoptions and Safe Families Act of 1997, Title IV-B, Subpart 2 [[http://www.ssa.gov/OP\\_Home/ssact/title04/0430.htm](http://www.ssa.gov/OP_Home/ssact/title04/0430.htm)]

Copies of these materials are available for review by appointment only, Monday through Thursday from 8:00 a.m. to 4:00 p.m. at the Human Services Contracts Unit office.

C. Background

Each year, the County investigates allegations of abuse and neglect to more than 50,000 children. The major goal of the Child Welfare Services system is to protect and promote the welfare of all children by preventing and/or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interest or preserving, rehabilitating, or reuniting families. To accomplish this goal, it is often necessary that the entire family unit participate in programs and services that will improve their emotional and psychosocial well-being and prevent future individual and family crisis/abuse.

Needs assessments conducted by the County indicate that families and communities require and desire conveniently located facilities where comprehensive and supplemental services can be easily accessed.

The County is seeking proposals from agencies to provide services and activities listed herein through evidence-based models that fit DCS' goal to improve outcomes for child safety, permanency, and family and child well-being.



D. Program Description

1. Program goals include the following:
  - a. CAPIT – Protect and promote the welfare of all children by preventing and/or remedying problems that result in, or have resulted from, neglect or abuse; and help biological and adoptive families stay together in order to avoid having children removed from their homes.
  - b. PSSF – Prevent the unnecessary separation of children from their families; improve the quality of care and services of children and their families; and ensure permanence for children by reuniting them with their parents, by adoption, or by another permanent living arrangement.
2. Program Requirements – Service parameters include but are not limited to:
  - a. Providing services throughout the County at facilities that are conveniently located and easily accessible.
  - b. Collaborating with other community agencies to provide culturally competent and sensitive, user-friendly and seamless family support services.
  - c. Developing and maintaining professional relationships with all clients served by the agency.
  - d. Identifying and providing services to isolated families.
  - e. Providing high quality home visiting programs based on evidence-based models of best practice.
  - f. Preventing placement of a child in the Foster Care System.
  - g. Enhancing family maintenance plans by assisting children and families to resolve crisis and utilize needed services.
  - h. Encouraging safe and appropriate family reunification.
  - i. Strengthening the ability of parents and/or caretakers to create stable and nurturing home environments supportive of healthy child development.
  - j. Providing parent-child interactive therapy services based on research-based models of best practice.
  - k. Providing nurse home visiting services based on evidence-based models of best practice.
  - l. Encouraging prevention and educational programs through non-profit agencies.
  - m. Measuring goal achievement by quantifiable outcomes, i.e. improving child safety, permanency, and family and child well-being, through utilization of the Efforts to Outcomes (ETO ®) software.

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3. Program Services

The following types of services may be offered in either a Family Resource Center facility setting (See item 5 below for a detailed explanation of Family Resource Centers) or in other community-based environments.

a. Core and Essential Services

- 1) Parenting skills training (such as classes, support groups, peer-to-peer) that must comply with W&I Code Section 16507.7 (Attachment A)
- 2) Child enrichment and child therapy
- 3) Basic life skills and advocacy (such as adult and teen anger and stress management, mediation and conflict resolution, and communication skills)
- 4) Case management (relationship building and engagement, screening and assessment, service plan, linkages, service implementation and coordination, advocacy, and monitoring and evaluation)
- 5) Resource, information, and referral (links to community resources and services)
- 6) Crisis intervention
- 7) Individual, group, and family therapy
- 8) In-home family support based on best practice models
- 9) Parent-Child Interactive Therapy
- 10) Nurse in-home services based on best practice models
- 11) Substance abuse counseling and treatment

b. Other Services

- 1) Family health and wellness (such as health and dental services, onsite outreach, and mental health programs)
- 2) Family economics and self-sufficiency (such as job preparation and search, budgeting, and food preparation)
- 3) Family literacy and education support (such as tutoring, mentoring, ESL, GED prep, and computer/vocational education)
- 4) Team decision-making (in conjunction with DCS)
- 5) Adoption and post-adoption information and services
- 6) Domestic violence assistance services
- 7) Pre-placement family conferencing services
- 8) Mediation and conflict resolution services

- 9) Youth development (independent living skills, mentoring, after-school activities, community services, and family recreational activities)
  - 10) Child development activities
  - 11) Transportation services
  - 12) Legal advocacy services
4. Family Support Services
- a. Hard goods

Service providers of hard goods will be responsible for item purchase, delivery, verification, and invoicing for reimbursement of the cost of the item(s) provided and includes the following type(s) of services:

    - 1) Rental Assistance/Deposits
    - 2) Utility Assistance/Deposits
    - 3) Vehicle Repair (limited to safety repairs i.e. brakes, lights, tires, etc)
    - 4) Funding for Training/Books/Classes
    - 5) School related expenses
    - 6) Clothing Vouchers
    - 7) Hard Goods (includes but not limited to beds, dressers, dinette sets, blankets, sheets and/or pillows, various appliances, etc)
    - 8) Baby/Toddler Items (includes but not limited to cribs, strollers, car seats, etc)
    - 9) Temporary Housing (motel/hotel vouchers)
    - 10) Food Vouchers
    - 11) Gas Vouchers
    - 12) Medical/non-prescription
  - b. Housing Advocate

Service providers are requested to hire a housing advocate, who will be responsible for helping DCS families obtain sustainable, affordable housing. This person will act as a liaison between DCS families, Social Workers, and the housing resources in the community. The housing advocate will be required to have a network of available housing within San Bernardino County. This includes developing or having an established pool of housing resources and developing a network with rental management companies and/or individuals that have rental properties. The housing advocate will assist DCS clients or families secure affordable housing, this will include but not limited to, helping clients complete rental applications, obtaining credit checks, and developing housing budgets.

5. Family Resource Centers

a. Goals

- 1) Work toward creating environments that increase protective factors, such as developing community connections, improving access to resources, reducing social isolation, improving social skills and empowering families. These centers share the key principles of family support, resident involvement, public/private partnership, community building and shared accountability. Services provided by Family Resource Centers are delivered in a collaborative effort with other community agencies to offer a continuum of services to stabilize individuals and families.
- 2) Individuals and/or the entire family (see "Family" definition on Page 4) may actively participate in programs and services that include strengths-based and holistic, family-based intervention strategies that will improve the emotional and psychosocial well-being of the child and family unit and prevent future individual and family crises/abuse.
- 3) Successful Centers collaborate with other community agencies to establish culturally competent and sensitive, user-friendly and seamless family support services. Professional relationships are developed and maintained with all clients. Family Resource Centers establish a community advisory forum consisting of parents, relative caretakers, community members and other interested parties who receive and provide services at the Center.

b. Facilities

- 1) Family Resource Center facilities must be adequate in size to meet the needs of clients and the community. Facilities should reflect a "home-like" atmosphere. In addition to therapeutic offices, the facility should have meeting rooms, a resource center, a child development area that is well-equipped and comfortable for infants, toddlers, and pre-schooled age children, recreational room and community kitchen.
- 2) Family Resource Centers should offer extended and weekend hours. Services should also be offered on a "walk-in" basis.
- 3) Agencies establishing Family Resource Centers must develop formal collaborations with other community based organizations, non-profit, faith-based organizations or private agencies. Letters of intent to collaborate must be submitted with the proposal; however, Formalized Agreements between agencies must be received prior to contract approval by the Board of Supervisors. Additional preference may be given to those agencies that propose to be the lead agency.
- 4) Input on program services must be obtained from a variety of individuals including but not limited to community residents, parents (consumers), relative caretakers, civic groups, and school

personnel.

- 5) Additional consideration may be given to Proposers who establish Family Resource Centers in geographic areas that historically are considered isolated, rural or under-served.
- 6) The purchase or lease of real property will not be allowed with funds under this program. Nor will funds be available for the construction or renovation of facilities.

6. Program Considerations

- a. Clients referred by DCS must have priority in accessing program services. The general community may access services, if agency capacity and funding are sufficient.
- b. Agencies must have appropriate staffing levels and ensure that professional staff has appropriate licenses and credentials.
- c. Agencies should offer extended and weekend hours.
- d. Agencies establishing collaborations with other community based organizations, non-profit faith based organizations or private agencies to provide services should formalize those agreements. Letters of intent to collaborate must be submitted with the proposal; however, Formalized Agreements between agencies must be received prior to taking the contract to the Board of Supervisors.
- e. Input on program services must be obtained from a variety of individuals, including but not limited to community residents, parents (consumers), relative caretakers, civic groups, and school personnel.
- f. It is anticipated that services are to be provided countywide. Additional consideration may be given to proposers who provide services in geographic areas that historically are considered isolated, rural or underserved.
- g. The County discourages the purchase of equipment with funds received under this program. Contractor must obtain prior approval from the County before making equipment purchases. All equipment, materials, supplies or property of any kind (including publications and copyrights, etc.) which has a single unit cost of five hundred dollars (\$500) or more, including tax, purchased with funds received under the terms of the contract and not fully consumed in one (1) year shall be the property of County and shall be subject to the provisions of this paragraph. The disposition of equipment or property of any kind shall be determined by the County upon contract termination.
- h. Agencies must ensure that facilities are adequate in size to meet the needs of clients and the community.
- i. Agencies will be required to attend DCS Quarterly Contractor's Meetings and other periodic meetings as determined by the County for training and discussion purposes.

- j. Service models should be time-limited and evidence-based and align with County mandates and program goals to protect children and families from abuse or neglect and provide services that assist them in keeping their families intact or reuniting in instances of separation.
- k. Successful applicant agencies will be given access to and trained on utilizing ETO® software to input referral, services, and Impact Evaluation data on a regular basis.
- l. State-funded programs require a 10 percent cash or in-kind match, other than funding provided by CDSS. (18961(a)(5) W&I Code)
- m. Federally-funded programs must be allocated at a minimum of 20 percent (20%) of the total County allocation for each of four service categories: Family Preservation, Family Support, Adoption Promotion and Support, and Time-limited Reunification. The County recognizes that not all Proposers will be able to provide services in all four categories at a minimum of 20 percent; however, agencies should not underestimate their ability to respond to clients who may fall in any one, combination of, or all four service categories.

## **V. CONTRACT REQUIREMENTS**

### **A. General**

Contracts resulting from this procurement may include the terms contained below. If the Proposer has any objections to these terms, these objections must be addressed in the proposal or the objections will be deemed to have been waived.

#### **1. Representation of the County**

In the performance of the Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino.

#### **2. Contract Assignability**

Without the prior written consent of the County, the Contract is not assignable by Contractor either in whole or in part.

#### **3. Subcontracting**

Contractor agrees not to enter into any subcontracts for work contemplated under the Contract without first obtaining written approval from the County. Any subcontractor shall be subject to the same provisions as Contractor. Contractor shall be fully responsible for the performance of any subcontractor.

#### **4. Contract Amendments**

Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract shall be valid only when they have been reduced to writing, duly signed and attached to the original Contract and approved by the required persons and organizations.

5. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or subcontractors and the County. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties.

Officers, employees, and agents of cities, counties, districts, and other local agencies are subject to applicable conflict of interest codes and State law, including the CDSS Manual of Policies and Procedures Chapter 23, Section 23-602 (Code of Conduct). In the event that County determines that a conflict of interest situation exists, any increase in costs associated with the conflict of interest situation may be disallowed by County and such conflict may constitute grounds for termination of the Contract.

This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, employees, or agents have family, business, or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant.

6. Grievance Procedure

Contractor will ensure that staff are knowledgeable on the San Bernardino County Human Services Grievance Procedure (Attachment B1 and B2) and ensure that any complaints by recipients are referred to the County in accordance with the procedure.

7. Confidentiality

Contractor shall be required to protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to the Contract, except for statistical information not identifying any participant. The Contractor shall not use or disclose any identifying information for any purpose other than carrying out the Contractor's obligations under the Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.

8. Licenses and Permits

Contractor will ensure that it has all necessary licenses and permits required by the laws of the United States, State of California, County and all other appropriate governmental agencies, and agrees to maintain these licenses and permits in effect for the duration of the Contract. Contractor will notify County immediately of loss or suspension of any such licenses and permits.

9. Child Abuse

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency or to the appropriate Child Protective Services agency. This responsibility shall include:

- a. Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them.
  - b. Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency.
  - c. Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.
10. Department of Justice Clearance  
Contractor shall obtain from the Department of Justice (DOJ) records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment or volunteers for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.
11. Pro-Children Act of 1994  
Contractor will comply with Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (20 USC 6081 et seq.).
12. Americans with Disabilities Act  
Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).
13. Health and Safety  
Contractor shall comply with all applicable local health and safety clearances, including fire clearances, for each site where program services are provided under the terms of the Contract.
14. Environmental Regulations  
EPA Regulations - If the amount available to Contractor under the Contract exceeds \$100,000, Contractor will agree to comply with the Clean Air Act (42 USC 7606), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR, Part 32).  
State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (Title 20, Division 2, Chapter 4, California Code of



Regulations).

15. Debarment, Suspension, And Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76:

- a. The Contractor certifies that it and any potential subcontractors:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 CFR Part 76, Section 76.200) by any federal department or agency;
  - 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and
  - 4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
- b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall include an explanation in the proposal.

16. Invoices

Contractor will provide invoices once a month to County by the 15<sup>th</sup> calendar day following the month of service.

17. Records

Contractor shall maintain all records and management books pertaining to local service delivery and demonstrate accountability for contract performance and maintain all fiscal, statistical, and management books and records pertaining to the program. Said records shall be kept and maintained within the County of San Bernardino.

Records should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars, which state the administrative requirements, cost principles, and other standards

for accountancy.

Contractors expending \$500,000 or more in Federal funds annually shall have a single audit or program specific audit performed. A copy of the audit shall be maintained as part of the program's fiscal records.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding payments for billings submitted and for termination of the Contract.

18. Public Accessibility

Contractor shall ensure that services provided are accessible by public transportation.

19. Notification

In the event of a problem or potential problem that will impact the quality or quantity of work or the level of performance under the Contract, notification will be made within one working day, in writing and by telephone to the County.

20. Copyright

County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under the Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of the Contract shall acknowledge San Bernardino County as the funding agency and Contractor as the creator of the publication. No such materials or properties produced in whole or in part under the Contract shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printed material, and periodicals, assembled pursuant to the Contract must be filed with County prior to publication. Contractor shall receive written permission from County prior to publication of said training materials.

21. Attorney Fees

Contractor agrees to bear its own attorneys' fees and costs regardless of who prevails in the event of a contractual dispute and not charge such fees as an expense under the Contract.

22. Contractor Primary Contact

The Contractor will designate an individual to serve as the primary point of contact for the Contract. Contractor shall notify County when the primary contact will be unavailable/out of the office for two (2) or more workdays. Contractor or designee must respond to County inquiries within two (2) County business days.

23. Change of Address

Contractor shall notify the County in writing of any change in mailing address

within ten (10) calendar days of the address change.

24. Recycled Paper Products

The County has adopted a recycled product purchasing standards policy (11-10), which requires contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a contract with the County. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the County whenever practicable.

25. Electronic Fund Transfer

Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.

B. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising from Contractor's acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law.

2. Insurance

Without in any way affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the Contract the following types of insurance with limits as shown:

- a. Workers' Compensation - A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of the Contractor and all risks to such persons under the Agreement.

If Contractor has no employees, it may certify or warrant to County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Risk Manager.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance. If the County's Risk Manager determines that there is no reasonably priced coverage for volunteers, evidence of participation in a volunteer insurance program may be substituted.

- b. Comprehensive General and Automobile Liability Insurance - This coverage to include contractual coverage and automobile liability

coverage for owned, hired, and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000). If Contractor provides transportation to one or more clients at any time, the automotive liability insurance policy shall have combined single limits for bodily injury and property damage of not less than two million dollars (\$2,000,000).

- c. Errors and Omission Liability Insurance – Combined single limits of \$1,000,000 and \$3,000,000 in the aggregate, or  
Professional Liability – Professional liability insurance with limits of at least \$1,000,000 per claim or occurrence.

3. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of County contracted services.

4. Waiver of Subrogation Rights

Except for the Errors and Omissions Liability and Professional Liability, Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors.

5. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

6. Proof of Coverage

Contractor shall immediately furnish certificates of insurance to the County Department administering the Contract evidencing the insurance coverage above required, including endorsements, prior to the commencement of performance of County contracted services, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the County, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of the Contract, the Contractor shall furnish certified copies of the policies and all endorsements.

7. Insurance Review

The above insurance requirements are subject to periodic review by the County. The County's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Risk Manager determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become

reasonably priced or available, the Risk Manager is authorized, but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any such reduction or waiver is for the entire term of the Contract and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to the Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

C. Right to Monitor and Audit

1. Right to Monitor

County or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under the Contract. Full cooperation shall be given by Contractor in any auditing or monitoring conducted.

Contractor shall cooperate with County in the implementation, monitoring and evaluation of the Contract and comply with any and all reporting requirements established by County.

2. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by County, Federal, and State representatives for a period of three years after the final payment under the Contract or until all pending County, State, and Federal audits are completed, whichever is later. Program data shall be retained locally (in the County) and made available upon request or turned over to County. If said records are not made available at the scheduled monitoring visit, Contractor may, at County's option, be required to reimburse County for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and will be deducted from the following month's claim for reimbursement.

Records of the Contractor that do not pertain to the program shall not be subject to audit unless provided for in another agreement.

3. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of County's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

4. Independent Audit Provisions

Contractor will hire a licensed Certified Public Accountant (CPA), approved by County, who shall prepare and file with County, within 60 days after the

termination of the Contract, a certified fiscal audit of related expenditures during the term of the Contract and a program compliance audit.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS**

### **A. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Order 11246, as amended by Executive Order 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964 (and California Department of Social Services Manual of Policies and Procedures, Division 21 and California Welfare and Institutions Code, Section 10000), the California Fair Employment and Housing Act, and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from HS Contracts Unit.

### **B. Civil Rights Compliance**

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with HS Contracts Unit within 30 days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, HS Contracts Unit will supply a sample of the Plan format. The Contractor will be monitored by HS Contracts Unit staff for compliance with provisions of its Civil Rights Plan.

## **VII. FORMER COUNTY OFFICIAL**

Provide information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent organization/firm. The information provided must include a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the organization/firm. Information should also include the employment and/or representative capacity and the dates these individuals began employment with or representation of the organization/firm. For purposes of this section, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit, or Safety Management Unit.

Failure to provide this information may result in the response to the request for proposal being deemed non-responsive.

## **VIII. IMPROPER CONSIDERATION**

Applicant shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this RFP.

The County, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process or any solicitation for consideration was not reported. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Proposer shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Proposer. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

#### **IX. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS**

The County reserves the right to request the information described herein from the Vendor selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the Vendor. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected Vendor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected Vendor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Vendor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected Vendor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Vendor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

## **X. CALIFORNIA PUBLIC RECORDS ACT**

All information submitted in the proposal or in response to request for additional information is subject to disclosure under the provisions of the California Public Records Act, Government Code Section 6250 et seq. and the following. Proposals may contain financial or other data that constitutes a trade secret. To protect such data from disclosure, Vendor should specifically identify the pages that contain confidential information by properly marking the applicable pages and inserting the following notice on the front of its response:

### **NOTICE**

The data on pages\_\_\_\_\_ of this Proposal response, identified by an asterisk (\*) or marked along the margin with a vertical line, contains information which are trade secrets. We request that such data be used only for the evaluation of our response, but understand that disclosure will be limited to the extent that the County of San Bernardino determines is proper under federal, state, and local law.

The proprietary or confidential data shall be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal.

The County assumes no responsibility for disclosure or use of unmarked data for any purpose. In the event disclosure of properly marked data is requested, the Vendor will be advised of the request and may expeditiously submit to the County a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state and local law. This statement will be used by the County in making its determination as to whether or not disclosure is proper under federal, state and local law. The County will exercise care in applying this confidentiality standard but will not be held liable for any damage or injury which may result from any disclosure that may occur.

## **XI. PROPOSAL SUBMISSION**

### **A. General**

1. All interested and qualified Proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the proposer has read and understands this entire RFP, to include all appendices, attachments, exhibits, schedules, and addendum (as applicable) and agrees that all requirements of this RFP have been satisfied.
2. Proposals must be submitted in the format described in this Section. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
3. Proposals must be complete in all respects as required in this Section. A proposal may not be considered if it is conditional or incomplete.
4. Proposals must be received at the designated location, specified in Section I, Paragraph D – Correspondence, no later than the date and time specified in



Section I, Paragraph E - Proposal Submission Deadline.

5. All proposals and materials submitted become the property of the County.

B. Proposal Presentation

1. An original, which may be bound, and five (5) unbound copies of the written proposal are required. The original copy must be clearly marked "Master Copy". If one copy of the proposal is not clearly marked "Master Copy", the proposal may be rejected. However, the County may at its sole option select, immediately after proposal opening, one copy to be used as the Master Copy. If discrepancies are found between two or more copies of the proposal, the proposal may be rejected. However, if not rejected, the Master Copy will provide the basis for resolving such discrepancies.
2. The package containing the original and copies must be sealed and marked with the Proposer's name and "CONFIDENTIAL – CAPIT and PSSF RFP HS 07-04".
3. All proposals must be submitted on 8 1/2" by 11" recycled paper with double sided printing, unless specifically shown to be impractical, with no less than 1/2" top, bottom, left and right margins. Proposals must be typed or prepared with word processing equipment and double-spaced. Typeface must be no more than 12 characters per inch. Each page, including attachments and exhibits, must be clearly and consecutively numbered at the bottom center of the page.

C. Proposal Format

Response to this Request for Proposal must be in the form of a proposal package in which the content must be submitted in the following sequence and format:

1. Cover Page - A letter, on letterhead stationary, signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposal, which must include the following information:
  - a. A statement that the proposal is submitted in response to the Request for Proposal for CAPIT and PSSF (RFP HS 07-04).
  - b. A statement indicating which individuals, by name, title, address, and phone number, are authorized to negotiate with the County on behalf of the organization/firm.
  - c. A statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit proposals on behalf of the organization/firm.
2. Table of Contents - A complete table of contents for the entire proposal with respective page numbers opposite each topic.
3. Statement of Certification – Must include:
  - a. A concise statement of the services proposed and the overall cost.
  - b. A statement that the Proposer will provide the services as described in the proposal for a one-year period beginning no later than July 1, 2008.
  - c. A statement that the offer made in the proposal is firm and binding for 120 days from the date the proposal is opened and recorded.

- d. A statement that all aspects of the proposal, including cost, have been determined independently, without consultation with any other prospective Proposer or competitor for the purpose of restricting competition.
  - e. A statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy by law.
  - f. A statement that the Proposer agrees that all aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a Contract awarded.
  - g. A statement that the Proposer agrees to provide the County with any other information that the County determines is necessary for an accurate determination of the Proposer's ability to perform services as proposed.
  - h. A statement that the prospective Contractor, if selected, will comply with all applicable rules, laws, and regulations.
  - i. A list of Former County Officials (as defined in Section VII) affiliated with the organization/firm. If none, so state.
4. Proposal Description – Proposal should:
- a. Address, but not be limited to, all items in Section IV, Paragraph D - Program Description.
  - b. The County has attempted to simplify this portion of the proposal by asking specific questions about the agency and the proposed program and services.

A space limit is specified for each section. Any portion of the answer that exceeds the specified length may be disregarded.

Space  
Limit

**1) Introduction and Understanding Need for Services**

2  
pages

- a) Summarize the proposer's understanding of the need for program services and provide a general description of proposer's programs, services, and mission statement, and provide a narrative of the proposed plan to achieve the program objectives and requirements. (Refer to Section IV, D. Program Description).
- b) Describe agency's successes in serving the proposed population.

- c) Describe significant barriers encountered in serving the proposed populations.
- d) Explain how the proposer will meet any Program Considerations as required.
- e) Provide any Milestone and deliverable charts, as applicable.
- f) Explain any assumptions and/or constraints, if applicable.

**2) Experience and Staffing Levels**

- a) Describe proposer's experience in delivery of services to children and families. Include the agency's programs and services currently offered and client population served. Describe any collaborative experience.
- b) Describe proposer's staffing capacity, i.e. number of staff members, levels of expertise, credentials, and how staff will be used to provide services. (Attach resumés for staff members who will be directly involved in administering and providing proposed programs and services).

2  
pages

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**3) Program Services and Strategies**

- a) Describe **in detail** your proposed services and list on Program Services and Targets (Attachment C).  
  
Provide any other descriptive information that will help to provide a clear understanding of services the agency will provide and how services will be delivered. This section should include the following:
  - 1. Intake and referral process
  - 2. Length of Service
  - 3. Days and hours services are offered
  - 4. Service Locations (physical sites)
  - 5. State the result(s) to be achieved by the delivery of service
  - 6. Referral sources
- b) Identify how services will be delivered (methodology, techniques and innovations used), list targeted populations, and # of clients to be served.
- c) Describe the plan, policies, procedures, and strategies to ensure that services will be provided continuously throughout the contract period. State conditions under which services would be terminated or cases otherwise closed.

6  
pages

**4) Collaborative Efforts and Community Outreach**

1½ -- Formatted: Bullets and Numbering  
pages

- a) Describe the proposer's plan for establishing a Family Resource Center and/or how the agency will collaborate with another agency establishing a Family Resource Center. The Family Resources Center should include the "core services" listed in Section IV, Paragraph D.
- b) Describe the proposer's experience working with local collaboratives and/or other agencies (private, non-profit, etc). Explain how collaborative efforts will provide broad-based support to clients and the community at large.
- c) Describe how services will be publicized and community awareness of services increased, including how the agency will let other service providers know about the proposed services.
- d) Describe the linkages developed between the agency and other agencies and other service systems under the four categories: Prevention, Support, Time-limited Reunification, and Adoption Promotion and Support. Of particular interest are any linkages with CalWORKs, substance abuse and mental health treatment systems.
- e) Detail the steps that will be taken to establish a community advisory forum.

**5) Cultural Responsiveness**

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pages

San Bernardino is a diverse County with both urban and rural areas and a wide mix of ethnicity. This provides a challenge to agencies attempting to involve themselves at the family and individual levels. Outreach to the community is impacted by this diversity. In this section, the proposer is asked to define the proposed program in these terms.

- a) Describe how services will be provided in ways accessible to diverse and isolated populations.
- b) Describe how services will be culturally competent and sensitive to target populations.

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**6) Outcome Based Measurements and Evaluation**

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A standardized web-based impact evaluation system managed by the County, will be used by agencies to collect information on all DCS referrals and client families receiving services by the contractor. Emphasis will be on entering information when the referral is made, the efforts the agency has made to recruit, engage, and follow up with the family, the services given to each family member, and the outcomes per family member. Outcome measures are an integral component of any program. Customized reports will be provided to each agency on a quarterly basis on the progress of engaging clients.

- a) Identify the specific goals and outcomes that proposed services will attempt to achieve.
- b) Identify the methods to be used to recruit, engage, and follow up to ensure delivery of services.
- c) Describe the proposer's evaluation process to assure that in administering and conducting service programs, the privacy and dignity of the children and families served will be of paramount concern.
- d) Describe the agency's strategy for dealing with any negative program/service trends revealed by the customized reports.

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**7) Geographic Equity**

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Identify geographic areas (including geographical boundaries) to be served. Some general regional areas include:

- Central – including the greater San Bernardino area and Mountain communities
- Eastern – including Yucca Valley and Morongo
- Northern Desert – including Barstow, Needles, Victorville
- Western – including Rancho Cucamonga, Rialto

Extra consideration may be given for those agencies that will serve remote and isolated areas of the County, or Countywide.

**8) Program Budget/Cost Reasonableness**

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- a) Describe how the percentage of staff time allocated to direct services was determined.
- b) Describe how operational costs were determined.
- c) Describe how the 10 percent required match would be met as required for state funded programs.
- d) Complete Program Budget (Attachment D).

5. Statement of Experience:
- a. Business name of the prospective Contractor and legal entity such as corporation, partnership, etc.
  - b. Number of years the prospective Contractor has been in business under the present business name, as well as related prior business names.
  - c. A statement that the prospective Contractor has a demonstrated capacity to perform the required services.
  - d. List any applicable licenses or permits presently held and indicate ability to obtain any additional licenses or permits that may be required.
  - e. A statement that the Proposer has an organization that is adequately staffed and trained to perform the required services or demonstrate the capability for recruiting such staff.
  - f. Describe experience of principal individuals of the prospective Contractor's present organization in the areas of financial and management responsibility, including names of principal individuals, current position or office and their years of service experience, including capacity, magnitude and type of work.
  - g. With respect to contracts currently in effect, completed, or terminated prior to the original expiration date within the last three years, which involve similar type projects, show for each such contract:
    - 1) Date of termination or completion and duration of each contract.
    - 2) Type of service.
    - 3) Total dollar amount contracted for and amount received.
    - 4) Location of area served.
    - 5) Name and address of agency with which contracted and agency person administering the contract.
    - 6) Reason for termination.
    - 7) If none, so state.
  - h. Identify controlling interest in any other firms providing equivalent or similar services. If none, so state.
  - i. Identify financial interest in other lines of business. If none, so state.
  - j. Disclose pending litigation, involving prospective Contractor or any officers, employees, and/or consultants thereof, in connection with contracts. If none, so state.
  - k. Disclose convictions or adverse court rulings involving fraud and/or related acts of all officers, consultants, and employees. If none, so state.
  - l. Include a statement that the Proposer does not have any commitments or potential commitments which may impact on the Proposer's assets, lines of credit, guarantor letters, or ability to perform the Contract.

6. Subcontractor Information - If a Proposer plans to subcontract any portion of the service delivery described in the RFP, include a written justification for subcontracting. Attach a statement from each subcontractor, signed by a duly authorized officer, employee, or agent of the organization/firm, that includes the name and address of the organization/firm, type of work to be performed, and percentage of the total work of the proposal. Statement must also include that the subcontractor will perform all work as indicated and will comply with all items as described herein. This information will be used to determine the potential responsibility of the Proposer.

Any subcontract entered into by the Contractor shall be subject to the applicable requirements of CDSS MPP Division 23, Section 604, and the Contractor shall be responsible for performance of the subcontractor.

7. Audited Financial Statements - Submit three annual audited financial statements. Such statements shall be the most recent and complete audited financial statements available and shall be for a fiscal period not more than eighteen (18) months old at the time of submission. The financial statements shall be prepared by an independent, certified public accountant. If the audit is of a parent firm, the parent firm shall be party to the Contract. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

An unaudited financial statement may be submitted to cover the period from the last audited statement to present, ending no more than 120 days prior to the date of submission of this proposal.

Although it is in the best interest of the Proposer to submit audited financial statements, a compilation of financial statements will be accepted. Compilations must follow same provisions as audited financial statements stated in this RFP.

Submit an agreement to the right of the County, State and federal governments to audit the prospective Contractor's financial and other records.

8. Insurance – A statement that the Proposer will obtain insurance in the amounts and coverages stated in Section V, Paragraph B - Indemnification and Insurance Requirements prior to the delivery of service.
9. Program Budget – It is anticipated that any Contract(s) awarded will be a cost-reimbursement contract. Submit Program Budget (Attachment D) for cost analysis purposes.

Agencies shall demonstrate the existence of a 10% cash or in-kind match, other than funding provided by CDSS, as required for state-funded programs (18961 (a) (5) W & I Code).

10. Complaint and Grievance Procedures - A statement that the Contractor will ensure that any complaints made by service recipients will be referred to the County in accordance with the County's procedure as defined in Attachment B1 and B2, **or** provide a copy of the Contractor's Complaint and Grievance Procedure.

## **XII. PROPOSAL EVALUATION AND SELECTION**

### **A. Evaluation Process**

All proposals will be subject to a standard review process developed by County. A primary consideration shall be the effectiveness of the agency or organization in the delivery of comparable or related services based on demonstrated performance.

### **B. Evaluation Criteria**

1. Initial Review - All proposals will be initially evaluated to determine if they meet the following minimum requirements:

- a. The proposal must be complete, in the required format, and be in compliance with all the requirements of this RFP.
- b. Prospective Contractors must meet the requirements as stated in the Minimum Proposer Requirements as outlined in Section I, Paragraph B.

Failure to meet these requirements may result in a rejected proposal. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation if the irregularity, defect or variation is considered by the County to be immaterial or inconsequential. In such cases the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect or variation or the County may elect to waive the deficiency and accept the proposal.

2. Evaluation - Proposals meeting the above requirements will be evaluated on the basis of the following criteria:

- a. Introduction and Understanding Need for Services
- b. Experience and Staffing Levels
- c. Program Services and Strategies
- d. Collaborative Efforts and Community Outreach
- e. Cultural Responsiveness
- f. Outcome Based Measurements and Evaluation
- g. Geographic Equity
- h. Program Budget/Cost Reasonableness

While cost is a major consideration in the evaluation process, selection will be based on the determination of which proposal will best meet the needs of the County and the requirements of this RFP.

### **C. Contract Award**

Contract(s) will be awarded based on a competitive selection of proposals received.

The contents of the proposal of the successful Proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.



D. Protests

Proposers may protest the recommended award, provided the protest is in writing, contains the RFP number, is delivered to the address listed in Section I, Paragraph D of this RFP, and submitted within ten (10) calendar days of the date on the notification of intent to award.

Grounds for a protest is that the County failed to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments; there has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.; or violation of State or Federal law. Protests will not be accepted on any other grounds. In the event of a protest, all protests will be handled by a panel designated by the Assistant County Administrator for the Human Services, or his/her designee.

The County will consider only those specific issues addressed in the written protest. A written response will be directed to the protesting Proposer within fourteen (14) calendar days of receipt of the protest, advising of the decision with regard to the protest and the basis for the decision.

E. Final Authority

The final authority to award a Contract(s) rests solely with the County of San Bernardino Board of Supervisors.

**SUMMARY OF WELFARE AND INSTITUTIONS (W&I) CODE 16507.7 (edited)****Course Requirements:**

- The number of hours for each Course shall be sufficient to meet all the requirements specified.
- Each course shall not last more than six (6) months.
- Each parenting course is encouraged to have a maximum parent to teacher ratio of 15 parents for one (1) teacher. \*
- Each parenting course is encouraged to have an initial assessment and interview of each parent enrolled in the course. \*
- Each parenting course shall have a preliminary examination prior to the start of the parenting course and an examination at the conclusion of the parenting course to measure changes in parental attitudes.
- Each parenting course shall have a written agreement with each parent with respect to the responsibilities a parent must satisfy in order to pass the course.

**Curriculum Requirements:**

- Building self-esteem, including, but not limit to, parents' building a positive parental identity and building self -esteem of their children.
- Handling stress and anger.
- The growth and development of children, including, but not limited to, safety, nutrition and health
- Developing and increasing communication skills in order that a parent may learn to listen to and speak with his or her child or children.
- Learning to use positive disciplinary mechanisms as alternatives to the physical punishment of a child, including, but not limited to, learning what constitutes abuse and neglect.
- Learning boundaries of permissible sexual conduct by adults with regard to children.
- Respect for, and sensitivity to, cultural differences in child rearing practices in addressing all of the topics listed above.

**Parenting Course Staff Requirements:**

The staff of each parenting course shall have training in the following areas:

- The prevention of child abuse and neglect.
- Parenting techniques.

**Vendor Requirements to DCS:**

Each parenting course shall provide for each participant, to the County Welfare Department in the county where the class was taught and to the County Welfare Department that referred the client the following information:

- Level of participation of clients.
- Number of course hours completed.
- Topics covered during attendance in class by a parent.
- Topics covered during a parent's absence from class.
- Assessment of a parent's gain in his or her knowledge about parenting as demonstrated by tests prior to and after the parenting course.

\* WIC 16507.7 uses *encourage* in-place of *shall* in the language.

## COMPLAINT AND GRIEVANCE PROCEDURE

(Instructions: The participant is to read and receive the top portion of this form. The bottom portion of the form is to be signed by service recipient and placed in the contractor's records.)

If you believe you have been discriminated against, or that there has been a violation of any laws or regulations, or if you have a problem regarding services received, you have the right to file a grievance. The following procedures are to be followed when filing a grievance:

1. Identify the complaint/grievance in writing and discuss it with the contractor/service provider.

Time frame: Within 1 week of discrimination/violation/problem.

If resolved at this level, no further action is required. If no resolution is apparent within 10 calendar days, proceed with Step 2.

2. Forward the written complaint/grievance to your Service Provider's Supervisor/Manager (whichever is applicable).

Time frame: Within 1 week of Step 1.

If resolved at this level, no further action is required. If no resolution is apparent within 20 calendar days, proceed with Step 3.

3. Forward the written complaint/grievance to:

Program Development Division  
825 East Hospitality Lane –2nd Floor  
San Bernardino, CA 92415-0079  
Attn: Deputy Director

Time frame: Within 1 week of Step 2.

If resolved at this level, no further action is required.

If no solution is apparent after Steps 1-3 have been exhausted forward copy of written grievance to:

Human Services, Contract Administrator  
150 S. Lena Road  
San Bernardino, CA 92415-0515

You will be contacted within 10 calendar days of any actions being taken. Please note: Each of these steps must be completed in the sequence shown.

### GRIEVANCE PROCEDURE CERTIFICATION

This is to certify that I have read, understood, and received a copy of the San Bernardino County Human Services Grievance Procedure.

\_\_\_\_\_  
Signature of Service Recipient

\_\_\_\_\_  
Date

**PROCEDIMIENTO DE DEMANDAS Y QUEJAS**

(Instrucciones: El participante tiene que leer y firmar este formulario. La sección de arriba se queda con el participante del servicio y la sección de abajo se queda con el archivo del contratista.)

Si usted piensa que ha sido discriminado, o que han habido violaciones de leyes y reglamentos han ocurrido, o si tiene un problema con los servicios que recibió, tiene el derecho de presentar una queja formal.

Tiene que seguir los siguientes procedimientos para presentar una queja formal:

1. Tiene que poner la demanda/queja por escrito y hablar con su contratista/proveedor de servicios.

Plazo de tiempo: Una semana después del problema/discriminación/violación ocurrió.

Si el problema ha sido resuelto en este nivel, no requiere mas acción. Si el problema no es resuelto durante 10 días consecutivos, continúe con el proceso #2.

2. Mande el procedimiento/queja escrito a su trabajador/trabajadora social.

Plazo de tiempo: Una semana después del proceso #1.

Si el problema ha sido resuelto en este nivel, no requiere mas acción. Si el problema no es resuelto durante 20 días consecutivos, continúe con el proceso #3.

3. Mande el procedimiento/queja a:

Program Development Division  
825 East Hospitality Lane – 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0079  
Attn: Deputy Director

Plazo de tiempo: una semana después del proceso #2.

Si el problema ha sido resuelto en este nivel, no requiere mas acción.

Si el problema no es resuelto después de lo procesos 1-3, mande una copia del procedimiento/queja escrito a:

Human Services, Contract Administrator  
150 S. Lena Road  
San Bernardino, CA 92415-0515

Si alguna acción es tomad, será contactado dentro de los próximo 10 días. Nota: Todos estos procesos tienen que ser seguidos en el orden en que son presentados.

**CERTIFICACION DEL PROCEDIMIENTO DE QUEJAS**

Esto es para certificar que yo he leído, entiendo, y recibí una copia del Procedimiento de Quejas del Condado de San Bernardino de Servicios Humanos.

\_\_\_\_\_  
Firma del Participante de Servicio

\_\_\_\_\_  
Fecha

Name of Agency: \_\_\_\_\_

## Program Services and Targets for Fiscal Year 2008 - 2009 Funding

<b>Program Services &amp; Service Location Sites</b> (Use a service title that gives a clear understanding of the service that will be provided. Monthly Reports are to reflect these same service titles exactly).  <b>Attach Narrative Description.</b>	Percent of				Area(s) Served	Annual Number of Sessions or Classes (include frequency; e.g., 1X/wk, 1X/mo, etc. and duration; e.g., 8 wks, 6 mos.)	X	Average Number of Contacts (new and recurring clients) per Session or Class	=	TOTAL ANNUAL NUMBER OF CONTACTS	X	Average Hour(s) per Session or Class (In decimals)	=	TOTAL ANNUAL HOURS OF SERVICE
	Family Preservation	Family Support	Time-Limited Reunification	Adoptions Promotion and Support										
<b>EXAMPLE: PARENTING CLASSES</b> 1234 Any Street, San Bernardino 92415					S.B. & REDLANDS	52 (2X/wk; 8 wks)		10		520		1.5		780
<b>TOTALS</b>														

Name of Agency: \_\_\_\_\_

**Program Budget**  
**July 1, 2008 – June 30, 2009**

**I. PROGRAM COSTS**

List only those items of cost which are chargeable, in whole or part, to the program.

**A. Salaries and Benefits**

(1)

(2)

(3)

<b>COST ITEM</b>	<b>TOTAL COST TO THE ORGANIZATION</b>	<b>PERCENT CHARGED TO GRANT</b>	<b>TOTAL COST TO GRANT</b>
1. Job Title:			
Salary:			
Benefits:			
2. Job Title:			
Salary:			
Benefits:			
3. Job Title:			
Salary:			
Benefits:			
4. Job Title:			
Salary:			
Benefits:			
5. Job Title:			
Salary:			
Benefits:			
<b>SUBTOTALS</b>			

**B. Operational Costs**

(1)

(2)

(3)

(4)

<b>COST ITEM</b>	<b>TOTAL COST TO THE ORGANIZATION</b>	<b>PERCENT CHARGED TO GRANT</b>	<b>TOTAL COST TO GRANT</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13. <b>SUBTOTALS</b>			
14. <b>SUBTOTALS, (A) above</b>			
15. <b>TOTALS</b>			

**II. CASH/IN-KIND TO MEET REQUIRED MATCH FOR STATE FUNDING**

List all cash/in-kind income, other than funding provided by CDSS, which will be used to provide the 10% match as required for state-funded programs (18961 (a) (5) W & I Code).

(1) SOURCE OF CASH INCOME	(2) AMOUNT NON-GOVERNMENTAL
1.	
2.	
3.	
4.	
5.	
6. TOTAL	

(3) SOURCE OF IN-KIND (NON-CASH) INCOME	(4) VALUE
1.	
2.	
3.	
4.	
5.	
6. TOTAL	

**III. BUDGET NARRATIVE**

Attach an explanation of how program costs and the value of each in-kind item was determined.

Name of Agency: \_\_\_\_\_

**RFP CHECKLIST**

Proposals submitted in response to RFP HS 07-04 Child Abuse Prevention, Intervention and Treatment (CAPIT) and Promoting Safe and Stable Families (PSSF) must be delivered to the following address no later than 4:00 p.m., Wednesday, March 12, 2008.

County of San Bernardino  
Human Services  
ATTN: Contracts Unit  
150 South Lena Road  
San Bernardino, CA 92415-0515

One original and five (5) unbound copies of the written proposal are required. Each proposal must include the following items:

1. ☐ Cover Page
2. ☐ Table of Contents
3. ☐ Proposal Checklist – Attachment E
4. ☐ Statement of Certification
5. ☐ Proposal Description
6. ☐ Statement of Experience
7. ☐ Subcontractor Information
8. ☐ Financial Statements
9. ☐ Insurance
10. ☐ Complaint and Grievance Procedures – Attachment B1 and B2
11. ☐ Program Services and Targets – Attachment C
12. ☐ Program Budget – Attachment D



Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
Proposed Expenditures  
Worksheet 1

(1) COUNTY: San Bernardino

(2) PERIOD OF PLAN: 7/1/09 thru 6/30/12

(3) YEAR: 1,2,3

(4) FUNDING ESTIMATE: CAPIT 656,812 CBCAP: \$0.00 PSSF: \$1,879,443.00 OTHER:

Line No.	Title of Program and/or SIP Strategy	Name of Service Provider, if available	<u>CAPIT</u>	<u>CBCAP</u>				<u>PSSF</u>					<u>OTHER SOURCES</u>	<u>NAME OF OTHER</u>
			Dollar amount that will be spent on CAPIT Direct Services	Dollar amount that will be spent on CBCAP Direct Services	Dollar amount that will be spent on CBCAP Infra Structure	Dollar amount that will be spent on Public Awareness, Brief Information or Referral Activities	Dollar amount of CBCAP allocation to be spent on all CBCAP activities (Sum of columns	Dollar amount of PSSF Allocation that will be spent on PSSF activities (Sum of Columns F2, F3, F4, F5)	Dollar amount of Column F1 that will be spent on Family Preservation	Dollar amount of Column F1 that will be spent on Family Support	Dollar amount of Column F1 that will be spent on Time-Limited Reunification	Dollar amount of Column F1 that will be spent on Adoption Promotion & Support	Dollar amount that comes from other sources	List the name(s) of the other funding source(s)
A	B	C	D	E1	E2	E3	E4	F1	F2	F3	F4	F5	G1	G2
1	Professional Clinical Services/ Ind. Counseling/Family Counseling	Various Providers by Region	\$270,557.71				\$0	\$384,051	\$120,389	\$93,621	\$152,563	\$17,478	\$248,823	CCTF
2	Parent Education	Various Providers by Region	\$116,790.18				\$0	\$254,206	\$74,445	\$60,494	\$107,688	\$11,579	\$112,706	CCTF
3	Adult Anger Management	Various Providers by Region	\$6,947.00				\$0	\$160,955	\$49,054	\$38,551	\$65,786	\$7,565	\$15,442	CCTF
4	Teen/Parent Anger Management	Catholic Charities/Center for Healing	\$6,058.11				\$0	\$96,961	\$33,036	\$28,188	\$33,820	\$1,916	\$10,866	CCTF
5	Family Support Services (Case Management, Referrals, etc.	Various Providers by Region	\$45,292.62				\$0	\$24,071	\$9,793	\$8,342	\$5,853	\$82	\$39,244	CCTF
6	Child Enrichment/Childcare	Various Providers by Region	\$13,933.44				\$0	\$65,092	\$18,609	\$19,326	\$25,071	\$2,087	\$15,529	CCTF
7	Substance Abuse Psycho/Education and Support	Various Providers by Region	\$7,849.82				\$0	\$26,328	\$9,215	\$12,374	\$4,739	\$0	\$8,129	CCTF
8	Basic Life Skills/Independent Living	Various Providers by Region	\$36,619.05				\$0	\$28,650	\$13,182	\$9,628	\$4,857	\$983	\$32,280	CCTF
9	Computer/Employment Class	Family Service Agency - Redlands	\$0.00				\$0	\$4,139	\$1,656	\$1,449	\$1,035	\$0	\$248	CCTF
10	Home Visits/Supervised visitation	Various Providers by Region	\$0.00				\$0	\$5,529	\$2,056	\$2,309	\$1,164	\$0	\$331	CCTF
11	Abuse Presentations	Morongo Basin Unity Home	\$0.00				\$0	\$12,428	\$4,350	\$5,841	\$2,237	\$0	\$745	CCTF

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
Proposed Expenditures  
Worksheet 1

Line No.	Title of Program and/or SIP Strategy	Name of Service Provider, if available	<u>CAPIT</u>	<u>CBCAP</u>				<u>PSSF</u>					<u>OTHER SOURCES</u>	<u>NAME OF OTHER</u>
			Dollar amount that will be spent on CAPIT Direct Services	Dollar amount that will be spent on CBCAP Direct Services	Dollar amount that will be spent on CBCAP Infra Structure	Dollar amount that will be spent on Public Awareness, Brief Information or Referral Activities	Dollar amount of CBCAP allocation to be spent on all CBCAP activities (Sum of columns	Dollar amount of PSSF Allocation that will be spent on PSSF activities (Sum of Columns F2, F3, F4, F5)	Dollar amount of Column F1 that will be spent on Family Preservation	Dollar amount of Column F1 that will be spent on Family Support	Dollar amount of Column F1 that will be spent on Time-Limited Reunification	Dollar amount of Column F1 that will be spent on Adoption Promotion & Support	Dollar amount that comes from other sources	List the name(s) of the other funding source(s)
A	B	C	D	E1	E2	E3	E4	F1	F2	F3	F4	F5	G1	G2
12	Housing Advocate	Morongo Basin Unity Home	\$0.00				\$0	\$9,344	\$3,270	\$4,392	\$1,682	\$0	\$560	CCTF
13	Childrens Groups	Various Providers by Region	\$28,481.78				\$0	\$37,176	\$11,966	\$14,651	\$10,036	\$523	\$25,999	CCTF
14	Direct Services/hard goods	Community Action Partnership	\$0.00				\$0	\$518,909	\$103,782	\$155,673	\$51,891	\$207,564	\$31,091	CCTF
15	Info and Referral	Various Providers by Region	\$12,899.26				\$0	\$31,478	\$455	\$273	\$136	\$30,614	\$12,652	CCTF
16	Adopt - Advocacy	DCS - Placement Services	\$0.00				\$0	\$81,516	\$0	\$0	\$0	\$81,516	\$4,884	CCTF
17	Adopt - Crisis Counseling	DCS - Placement Services	\$0.00				\$0	\$36,682	\$0	\$0	\$0	\$36,682	\$2,198	CCTF
18	Adopt - Post adopt support Group	DCS - Placement Services	\$0.00				\$0	\$2,547	\$0	\$0	\$0	\$2,547	\$153	CCTF
19	Adopt - Special Needs Assessment for AAP	DCS - Placement Services	\$0.00				\$0	\$11,718	\$0	\$0	\$0	\$11,718	\$702	CCTF
20	Adoption Outreach	DCS - Placement Services	\$0.00				\$0	\$40,758	\$0	\$0	\$0	\$40,758	\$2,442	CCTF
21	Sexual abuse treatment	Lutheran social service	\$65,400.92				\$0	\$0	\$0	\$0	\$0	\$0	\$54,585	CCTF
22	Domestic Violence services	Lutheran social service	\$9,083.46				\$0	\$0	\$0	\$0	\$0	\$0	\$7,581	CCTF
23	Nurse Home Visits	Family Service Agency - San Bern.	\$9,728.00				\$0	\$0	\$0	\$0	\$0	\$0	\$8,119	CCTF

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
Proposed Expenditures  
Worksheet 1

Line No.	Title of Program and/or SIP Strategy	Name of Service Provider, if available	<u>CAPIT</u>	<u>CBCAP</u>				<u>PSSF</u>					<u>OTHER SOURCES</u>	<u>NAME OF OTHER</u>
			Dollar amount that will be spent on CAPIT Direct Services	Dollar amount that will be spent on CBCAP Direct Services	Dollar amount that will be spent on CBCAP Infra Structure	Dollar amount that will be spent on Public Awareness, Brief Information or Referral Activities	Dollar amount of CBCAP allocation to be spent on all CBCAP activities (Sum of columns	Dollar amount of PSSF Allocation that will be spent on PSSF activities (Sum of Columns F2, F3, F4, F5)	Dollar amount of Column F1 that will be spent on Family Preservation	Dollar amount of Column F1 that will be spent on Family Support	Dollar amount of Column F1 that will be spent on Time-Limited Reunification	Dollar amount of Column F1 that will be spent on Adoption Promotion & Support	Dollar amount that comes from other sources	List the name(s) of the other funding source(s)
A	B	C	D	E1	E2	E3	E4	F1	F2	F3	F4	F5	G1	G2
24	Team Decision Making support	Pacific clinics	\$3,924.91				\$0	\$0	\$0	\$0	\$0	\$0	\$3,276	CCTF
25	Kinship Youth classes/family	Westside Kinship	\$23,245.73				\$0	\$0	\$0	\$0	\$0	\$0	\$19,401	CCTF
26	Respite	Mental Health Systms, Inc.	\$0.00				\$0	\$21,026	\$10,513	\$6,308	\$3,154	\$1,051	\$1,260	CCTF
27	Permanency Promotion	Mental Health Systms, Inc.	\$0.00				\$0	\$10,513	\$5,257	\$3,154	\$1,577	\$526	\$630	CCTF
28	Mentoring	Mental Health Systms, Inc.	\$0.00				\$0	\$4,852	\$2,426	\$1,456	\$728	\$243	\$291	CCTF
29	Tutoring	Mental Health Systms, Inc.	\$0.00				\$0	\$10,513	\$5,257	\$3,154	\$1,577	\$526	\$630	CCTF
			\$656,812.00					1,879,443.00	478,710.35	469,182.46	475,593.84	455,956.36	660,795.00	

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
Proposed Expenditures  
Worksheet 1

\$660,795.00

<u>TOTAL</u>
Total dollar amount to be spent on this Program/ SIP Strategy (Sum of Columns D, E4, F1, G1)
H
\$903,431
\$483,702
\$183,344
\$113,885
\$108,608
\$94,555
\$42,306
\$97,548
\$4,387
\$5,861
\$13,172

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
Proposed Expenditures  
Worksheet 1

<u>TOTAL</u>
Total dollar amount to be spent on this Program/ SIP Strategy (Sum of Columns D, E4, F1, G1)
H
\$9,904
\$91,656
\$550,000
\$57,030
\$86,400
\$38,880
\$2,700
\$12,420
\$43,200
\$119,986
\$16,665
\$17,847

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
Proposed Expenditures  
Worksheet 1

TOTAL
Total dollar amount to be spent on this Program/ SIP Strategy (Sum of Columns D, E4, F1, G1)
H
\$7,201
\$42,647
\$22,286
\$11,143
\$5,143
\$11,143

3,197,050.00

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
CAPIT Programs, Activities and Goals  
Worksheet 2

(1) COUNTY: San Bernardino                      2) YEAR 1,2,3

Line No.	Title of Program and/or SIP Strategy	Unmet Need	CAPIT Direct Service Activity													Other Direct Service Activity (Provide Title)	Goal	
			Family Counseling	Parent Education & Home Visiting	Psychiatric Evaluation	Respite Care	Day Care/ Child Care	Transportation	MDT Services	Demonstrative Teaching & Family Workers	Temporary In Home Health Services	Special Law	Other Direct Service					
A	B	C	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	E	F
1	Professional Clinical Services/ Ind. Counseling/Family Counseling	Counseling Needs related to abuse, permanency, placement stability, well-being and reunification CSA pp.11-13, 27, 77, 82	X															Families Are Free from Substance Abuse and Mental Illness
2	Parent Education	Parenting Skills CSA pp. 11-13, 27, 77		X														Families Are Strong and Connected
3	Adult Anger Management	Anger related issues CSA pp. 11-13, 27		X											X		Anger Management	Children and Youth Are Nurtured, Safe and Engaged
4	Teen/Parent Anger Management	Teen parent copingCSA pp. 11-13, 27	X												X		Teen-Parent Anger Management	Children and Youth Are Nurtured, Safe and Engaged
5	Family Support Services (Case Management, Referrals, etc.	Case Planning, Service and support CSA pp.77, 88										X			X		Intake, Assessment and Case Management	Identified Families Access Services and Supports
6	Child Enrichment/Childcare	Engaging Children CSA pp.11, 54						X										Children and Youth Are Nurtured, Safe and Engaged
7	Substance Abuse Psycho/Education and Support	Substance Abuse CSA pp. 8, 18, 27, 40, 69	X												X		Substance Abuse Services	Families Are Free from Substance Abuse and Mental Illness

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
CAPIT Programs, Activities and Goals  
Worksheet 2

Line No.	Title of Program and/or SIP Strategy	Unmet Need	CAPIT Direct Service Activity													Other Direct Service Activity (Provide Title)	Goal	
			Family Counseling	Parent Education & Home Visiting	Psychiatric Evaluation	Respite Care	Day Care/ Child Care	Transportation	MDT Services	Demonstrative Teaching & Family Workers	Temporary In Home Health Services	Special Law	Other Direct Service					
A	B	C	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	E	F
8	Basic Life Skills/Independent Living	Basic Coping Skills CSA pp. 13, 28, 36									X				X		Life Skills	Families Are Strong and Connected
13	Childrens Groups	Child Trauma CSA p. 16	X												X		Child Therapy/PCIT	Children and Youth Are Nurtured, Safe and Engaged
15	Info and Referral	Service and Support CSA pp. 77, 89										X			X		Resource Referral and Linkage	Identified Families Access Services and Supports
21	Sexual abuse treatment	Sexual Abuse CSA p. 12													X		Sexual Abuse Treatment	Children and Youth Are Nurtured, Safe and Engaged
22	Domestic Violence services	Domestic Violence CSA p. 77		X											X		Domestic Violence Services	Children and Youth Are Nurtured, Safe and Engaged
23	Nurse Home Visits	Health Needs CSA p. 28			X								X					Identified Families Access Services and Supports
24	Team Decision Making support	TDM support CSA pp. 29, 34, 40													X		TDM support	Identified Families Access Services and Supports
25	Kinship Youth classes/family	Youth and family engagement CSA pp. 12,17,45													X		Youth and family classes and activities	Families Are Strong and Connected



Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
PSSF Programs, Activities and Goals  
Worksheet 4

(1) COUNTY: San Bernardino

(2) YEAR: 1,2,3

Line No.	Title of Program and/or SIP Strategy	Unmet Need	PSSF Family Preservation						PSSF Family Support Services											Time Limited Family Reunification Services							Adoption Promotion and Support Services					Other Direct Service Activity (Provide Title)	Goals
			Preplacement Preventive Services	After Care	Respite Care	Parenting Education & Support	Infant Safe Haven Program	Other Direct Service	Home Visitation	Drop-in Center	Parent Education	Family Counseling	Respite Care	Early Development Screening	Mentoring	Literacy Services	Health Education	Information & Referral	Other Direct Service	Counseling	Substance Abuse Treatment Services	Mental Health Services	Domestic Violence	Temporary Child Care/ Crisis Nurseries	Transportation to/ from Services/ Activities	Other Direct Service	Pre-Adoptive Services	Post-Adoptive Services	Activities to Expedite Adoption Process	Activities to Support Adoption Process	Other Direct Service		
A	B	C	D1	D2	D3	D4	D5	D6	E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	F1	F2	F3	F4	F5	F6	F7	G1	G2	G3	G4	G5	H	I
1	Professional Clinical Services/ Ind. Counseling/Family Counseling	Counseling Needs related to abuse, permanency, placement stability, well-being and reunification CSA pp.11-13, 27, 77, 82	x					X				X							X	X		X						X		X		Therapeutic Individual, Family and Group counseling, utilizing evidence based models	Families Are Free from Substance Abuse and Mental Illness
2	Parent Education	Parenting Skills CSA pp. 11-13, 27, 77				X					X									X								X		X			Families Are Strong and Connected
3	Adult Anger Management	Anger related issues CSA pp. 11-13, 27				X					X												X					X		X			Children and Youth Are Nurtured, Safe and Engaged
4	Teen/Parent Anger Management	Teen parent copingCSA pp. 11-13, 27						X											X						X						X	Teen/Parent Anger Management	Families Are Strong and Connected
5	Family Support Services (Case Management, Referrals, etc.)	Case Planning, Service and support CSA pp.77, 88						X										X	X						X						X	Intake, assessment and management of cases	Identified Families Access Services and Supports
6	Child Enrichment/Childcare	Engaging Children CSA pp.11, 54			X			X					X						X					X		X					X	Childcare and Child Enrichment programs provided while parents attend PSSF services	Children and Youth Are Nurtured, Safe and Engaged
7	Substance Abuse Psycho-Education and Support	Substance Abuse CSA pp. 8, 18, 27, 40, 69						X											X		X										X	Substance Abuse Individual and Group Counseling and crisis	Families Are Free from Substance Abuse and Mental
8	Basic Life Skills/Independent Living	Basic Coping Skills CSA pp. 13, 28, 36				X					X														X					X		Basic Life skills and Independent Living	Families Are Strong and Connected
9	Computer/Employment Class	Vocational and Job search skills CSA p. 36				X		X			X					X			X						X							Computer training and Job Searching (Adults and Youths)	Families Are Strong and Connected

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
PSSF Programs, Activities and Goals  
Worksheet 4

Line No.	Title of Program and/or SIP Strategy	Unmet Need	PSSF Family Preservation						PSSF Family Support Services											Time Limited Family Reunification Services							Adoption Promotion and Support Services					Other Direct Service Activity (Provide Title)	Goals
			Preplacement Preventive Services	After Care	Respite Care	Parenting Education & Support	Infant Safe Haven Program	Other Direct Service	Home Visitation	Drop-in Center	Parent Education	Family Counseling	Respite Care	Early Development Screening	Mentoring	Literacy Services	Health Education	Information & Referral	Other Direct Service	Counseling	Substance Abuse Treatment Services	Mental Health Services	Domestic Violence	Temporary Child Care/ Crisis Nurseries	Transportation to/ from Services/ Activities	Other Direct Service	Pre-Adoptive Services	Post-Adoptive Services	Activities to Expedite Adoption Process	Activities to Support Adoption Process	Other Direct Service		
A	B	C	D1	D2	D3	D4	D5	D6	E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	F1	F2	F3	F4	F5	F6	F7	G1	G2	G3	G4	G5	H	I
10	Home Visits/Supervised visitation	Remote Service CSA pp. 13, 28	x			X			X		X						X	X							X							Supervised Visitation	Families Are Strong and Connected
11	Abuse Presentations	Public awareness CSA p. 76				X					X								X					X								Public presentations on Domestic Violence and Child Abuse	Communities Are Caring And Responsive
12	Housing Advocate	Homelessness CSA pp. 28, 77						X											X						X							Housing Advocate: Assistance in obtaining a home	Identified Families Access Services and Supports
13	Childrens Groups	Child Trauma CSA p. 16	x									X								X										X			Children and Youth Are Nurtured, Safe and Engaged
14	Direct Services/hard goods	Poverty and placement stability CSA pp. 8, 77, 81	x					X											X						X	X	X					Hard goods, housing vouchers, transp. Support for DCS clients	Families Are Strong and Connected
15	Info and Referral	Service and Support CSA pp. 77, 89						X										X							X	X	X	X	X			Information and Resource referrals	Identified Families Access Services and Supports
16	Adopt - Advocacy	Adoptive Parent recruitment CSA pp. 30-33																								X		X					Identified Families Access Services and Supports
17	Adopt - Crisis Counseling	Crises CSA pp. 30-33																									X			X			Families Are Strong and Connected
18	Adopt - Post adopt support Group	Coping skills CSA pp. 30-33																									X						Families Are Strong and Connected
19	Adopt - Special Needs Assessment for AAP	AAP CSA pp. 30-33, 49																									X			X			Children and Youth Are Nurtured, Safe and Engaged
20	Adoption Outreach	Recruitment CSA pp. 30, 51																									X						Other

Three-year CAPIT/CBCAP/PSSF Services and Expenditures Summary  
PSSF Programs, Activities and Goals  
Worksheet 4

Line No.	Title of Program and/or SIP Strategy	Unmet Need	PSSF Family Preservation						PSSF Family Support Services											Time Limited Family Reunification Services							Adoption Promotion and Support Services					Other Direct Service Activity (Provide Title)	Goals
			Preplacement Preventive Services	After Care	Respite Care	Parenting Education & Support	Infant Safe Haven Program	Other Direct Service	Home Visitation	Drop-in Center	Parent Education	Family Counseling	Respite Care	Early Development Screening	Mentoring	Literacy Services	Health Education	Information & Referral	Other Direct Service	Counseling	Substance Abuse Treatment Services	Mental Health Services	Domestic Violence	Temporary Child Care/ Crisis Nurseries	Transportation to/ from Services/ Activities	Other Direct Service	Pre-Adoptive Services	Post-Adoptive Services	Activities to Expedite Adoption Process	Activities to Support Adoption Process	Other Direct Service		
A	B	C	D1	D2	D3	D4	D5	D6	E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	F1	F2	F3	F4	F5	F6	F7	G1	G2	G3	G4	G5	H	I
26	Respite	Stress relief CSA p. 12			X								X													X					X	Respite care	Families Are Strong and Connected
27	Permanency Promotion	Permanency CSA p. 41					X										X								X	X						Permanency Promotion	Families Are Strong and Connected
28	Mentoring	Parent and child education CSA p. 17				X									X										X		X				X	Mentoring	Families Are Strong and Connected
29	Tutoring	Learning skills CSA p. 17						X								X									X		X					Tutoring and workshops	Children and Youth Are Nurtured, Safe and Engaged

## **CAPIT/PSSF SERVICE DESCRIPTIONS FOR INTEGRATED SIP**

### **Professional Clinical Services/ Ind. Counseling/Family Counseling**

#### **Individual/Group and Family Counseling (Catholic Charities Caritas and Bilingual Family Counseling)**

Counseling Services will be provided for San Bernardino County residents in multiple sites throughout San Bernardino County. These agencies will use licensed Marriage and Family Therapists (MFT) and Licensed Clinical Social Workers (LCSW), Registered MFT Interns and Master of Social Work (MSW) Associates under weekly supervision by Board of Behavioral Sciences licensed supervisors.

#### **Adult Group Therapy (CHCT)**

Adult Peer Group Therapy is a context shared by 3-8 persons that presented with the same role in the family of abuse, i.e., Non-protective Parent, Offender, Adult Molested when A Child. This therapeutic context allows effective opportunities for the client to address the issues, such as, Responsibility/Accountability, Empathy for the Child, Warning Signs and Prevention of future abuse, building Safe Support Systems and Resources. A curriculum of therapeutic issues is utilized to ensure that each client entering the "open-ended" groups have opportunity for therapeutic time on each issue.

#### **Counseling Services (CCS)**

Services are offered through licensed therapists who have specialized in working with children and high risk families. Specialized treatment includes:

- Family therapy
- Floortime Therapy
- Autistic spectrum children
- Children diagnosed with ADHD
- Child, Adolescent & Teen Therapy
- Trauma focused Cognitive Behavioral Therapy (CBT)

#### **Parent-Child Interaction Therapy (PCIT)**

Evidence based treatment model which focuses on the relational and behavioral interactions between parent (or caregiver) and child. PCIT has been shown to be extremely effective in changing parent-child relationship dynamics, problem behavior in children, establishing effective and healthy parenting techniques and establishing a safe environment for at risk families. In addition, PCIT is extremely effective in establishing a stable environment for families in the process of adoption or foster care by facilitating positive relationships and discipline techniques while taking into account individual child differences.

#### **Therapeutic Services (DM/SELPA)**

Therapeutic Services may include Parent Child Interaction Therapy (PCIT), Theraplay®, Play Therapy, Sand Tray Therapy, Cognitive Behavioral Therapy (CBT), Group Therapy and or Family Therapy.

#### **Counseling (FSA- Redlands)**

Each adult client entering the program is assigned to a counseling component that best fits their individual needs based on the information that is gathered in the intake interview. Clients are required to attend a minimum of one session per week. The counseling

component consists of; women's groups, co-ed groups, couples, and family counseling. Also available are children's, individual, and crisis intervention. In collaborating with Christian Counseling Service, clients are also able to access Parent-Child Interactive Therapy (PCIT). Group counseling sessions are one hour each and individual contacts are recorded in ½ hour blocks. Substance Abuse classes are held weekly for one hour. Clients can attend voluntarily or may be mandated based on positive drug test results that are conducted randomly.

### **Psychological Treatments (Morongo Basin Mental Health)**

These include individual, family, group, and child therapies. In the context of psychological treatments, psychotherapy is defined as an intervention designed to alleviate distress, reduce maladaptive behaviors, or enhance adaptive functioning. Therapy includes counseling and structured or planned interventions to alter the feelings, thoughts, attitudes or actions of the client seeking treatment. Clinicians use a variety of cognitive-based therapies as well as rational-emotive therapies. Many groups are psycho-educational in nature with the express purpose of enabling our clients to learn new and more effective ways of dealing with issues that impact their lives. The goals of treatment are to improve adjustment and functioning in both intrapersonal and interpersonal arenas and to reduce maladaptive behaviors and psychological complaints.

### **Crisis Intervention, Mediation and Conflict Resolution (Pacific Clinics)**

Assisting families during time of crisis allows them to improve communication skills and implement more appropriate problem-solving measures. However, the program teaches conflict resolution methods throughout the period of service delivery so that when crises occur, the family relies more on their own positive resolution techniques learned through the program. When there is domestic violence linkage to appropriate referrals will be made to assure safety.

### **Individual, Group and Family Therapy (Pacific Clinics)**

As an adjunct to the prevention and intervention services, families and individuals are provided access to a short-term therapeutic process designed to address issues and concerns that contributed to the current abuse or neglect charges, past childhood issues or reunification problems. Group work addresses domestic violence issues and other relational concerns.

### **Individual and Family Therapy (Rim Family Services)**

Adult, child, and/or family therapy/counseling services provided once per week for 12 weeks or as recommended by the referring social worker and the attending therapist.

## **Parent Education**

### **Parent Education (Cat Char)**

The Cooperative Parenting program is presented as a 10 week, 2 hour per session, course. The model has received praise over the past 11 years as a comprehensive, interactive, and real life model that has demonstrated evidence of efficacy. Client satisfaction surveys and outcome measures demonstrate that this model has tremendous impact on family health. Cooperative Parenting is a highly structured program which meets the requirements of Welfare & Institutions Code 16507.7. A comprehensive Instructor's Manual insures consistency from course to course regardless of the facilitator. This standardization of course structure and content insures a quality of service that is vitally important to the agency and undoubtedly important to DCS personnel, and particular CPS workers.

### **Parent Education (CHCT)**

Parent Education and Parent Coaching is a 40 hour curriculum of parent skills training for parents, kin caregivers and foster parents parenting children of families where abuse has occurred, or is at-risk for occurring. The course is 14 sessions long, and participants are expected to complete the course within six months and make up any topic session missed. This is a **strength-based** training with the curriculum of:

- Building self-esteem;
- Training parent on how to build positive esteem of their child;
- Developing effective stress management skills;
- Positive and effective discipline and behavior management;
- Effective anger management and problem-solving skills;
- Developmental stages related to safety, nutrition and health;
- Development of awareness on what constitutes abuse and neglect;
- Awareness of the boundaries of permissible sexual conduct by parents/adults with regard to children.

### **Parenting Classes (DM/SELPA)**

Parenting Classes may include a 10-week session of Parent Project, 7-week session of Loving Solutions or 5-week session of Love and Logic.

### **Parenting Classes (FSA- Redlands)**

All adult clients are required to attend a series of parenting classes. The classes are ongoing and a client must complete the series of classes in order to receive a certificate. Parenting classes are provided by Vista Guidance Center and are court approved. Parenting classes are held one per week for two hours. Additional single topic classes are offered throughout the contract year to address special issues. Parenting program staff is also available to work with staff and individual families on areas of concern.

### **Parenting Groups (Morongo Basin Mental Health)**

MBHS will offer two parenting groups for the Barstow area and these will include:

- **Make Parenting a Pleasure (MPAP)**, an evidence-based program, helps reduce the stress that families experience, and lowers the risk that parents will take out their frustrations on their children (ages 0-5 years). It provides parents with the opportunity to enhance communication and develop the skills necessary to manage stress. It reduces the isolation of parents by putting them in touch with others in similar situations, and promotes a positive approach to childrearing and discipline. In addition, MPAP specifically addresses factors that contribute to abuse and neglect, including lack of or inappropriate parenting information and skills, low self-esteem, feelings of isolation, unrealistic expectations, and misperceptions about child development and parenting. MPAP helps parents create a social support system that can continue long beyond their participation in a parenting class. MPAP appeals to parents who might not otherwise seek help from professionals because it is positive, builds on strengths, and does not label participants. This parenting program appeals to fathers and mothers, so a large percentage of MPAP are fathers (in some cases, the primary caregiver as well). MPAP is seen as a starting point and not as the sole solution. In fact, it often serves as a bridge that helps connect parents to other services and seems to make them more receptive to referrals in general.

- **The Systematic Training for Effective Parenting (STEP)** program also is an evidence-based parenting program. It has been found to be an effective planned training curriculum that focuses on topics important to parents. The course provides valuable tools that improve communication among family members and decreases conflict. Topics include, but are not limited to:
  - Understanding for parent and child;
  - Understanding beliefs and feelings;
  - Encouraging parent and child;
  - Listening skills for both parent and child;
  - Talking with children;
  - Helping children to learn to cooperate;
  - Discipline that makes sense;
  - Helping parents understand different approaches; and
  - Helping parents find their natural approach.

The STEP handbooks that are used include essential topics such as single parents, stepfamilies, cooperation in the family, schoolwork and homework, and drugs and violence in the home. There are three versions available designed for parents of different aged children. All versions of the program teach positive approaches to raising children. The approaches include appreciating the children's behaviors are motivated by a variety of goals and encourage children to become the best they can be. STEP also teaches the highly valued use of family councils for making decisions for and with children. Research studies on the effectiveness of various STEP programs show that parents are extremely appreciative of what they learn and that their participation in the programs significantly improves their parenting skills (reference, Parent Training Today).

#### Parenting Only Instruction – Group Format (Lutheran SS)

The Parenting Instruction group course fully meets the requirements of Welfare and Institutions Code, Section 16507.7, and is comprised of independent modules to facilitate the “any time” enrollment.

#### Parenting Skills Training (Pacific Clinics)

Individual, family and group settings will be utilized to facilitate reunification and maintenance of the family. Concepts from the Nurturing Program and Incredible Years, two programs identified as Best Practices, are used to enhance a family's resilience while offering parents the opportunity to identify and work on their own deficits through the Growing Up Again process that often include exposure to domestic violence and/or intergenerational substance abuse.

#### Parents As Teachers – (Rim Family Services)

A home visitation program for parenting and child development education. The certified Parent Educator also monitors child development and parent interaction. The program also includes parent group meetings for support and education. Services are provided one to four times per month, based on the recommendation of the Parent Educator and referring Social Worker.

### **Adult Anger Management**

#### **Anger Management (CAT CHAR)**

This 16 week evidence-based psycho-educational group for adults is primarily designed to serve families with a Family Reunification Plan that requires anger management services but may serve non-mandated persons as well. These groups began at the agency in 1999

at the request of CPS supervisory staff and have been revised in 2007 to address substance abuse issues. These groups were not designed to meet the requirements of court-mandated domestic violence programs but are specifically focused on caregivers whose behavior may contribute to an unhealthy parent-child dynamic that may lead to abuse.

### **Anger/Stress Management Classes (FSA-Redlands)**

Ongoing classes in anger and stress management will be provided. The clients are placed in the class based on their individual need and their schedule. The class is held one time per week for one hour. In addition, FSA-Redlands has added an adolescent anger/stress management group for children 12-17 years of age as needed.

### **Teen/Parent Anger Management**

#### **Teen/Parent Anger Management (CAT CHAR)**

The 8-week Teen/Parent Anger Management Groups was designed to provide teens and their caregivers the same information in separate groups that meet weekly at the same time. Teenagers cannot receive services without caregiver participation. These groups began as a pilot project in 2002 and have proven to be tremendously popular and effective. The groups use a format that is similar to the Adult Anger Management Program but appropriate for adolescents.

#### **Teen Anger Management (CHCT)**

Teen Anger Management is a 10-week course giving skills and options for non-violent problem-solving, and effective stress management. Early identification of signs of stress and developing successful strategies to plan and choose behaviors that lead to effective non-disruptive outcomes is a focus. Concepts from "WhyTry" and T-S-R (Thought-Stopping-and Replacement) are examples of materials utilized. Parents are asked to attend two (2) of the sessions with their child/adolescent.

### **Family Support Services (Case Management, Referrals, etc.)**

#### **Assessments (CCS)**

Includes a mental health pre- and post-treatment assessment for all clients; in addition, PCIT includes a mid-treatment assessment. All assessments are intended to ascertain appropriate treatment modalities and establish referrals to Physicians, Psychiatrist, OT, Speech/Hearing, and/or further testing with other specialist. Assessment tools utilized include, but are not limited to, the Parent Stress Index (PSI), Child Behavior Checklist (CBCL), Eyberg Child Behavior Inventory (ECBI), and the Marschak Interaction Method Assessment (MIM).

#### **Intake (FSA-Redlands)**

Complete 200 new intakes per year. Each intake involves two contacts. The initial contact involves pre-screening, collecting paperwork, determining eligibility, and assessing immediate needs. The second contact is more in-depth. A case manager meets with the family and explains the program, gathers detailed information, completes an intake interview, assigns groups or classes and completes an initial case plan. Case managers complete an estimated 4-6 intakes per week. The full process takes approximately 2 hours.

#### **Case Management (FSA- Redlands)**

Each family is given intense case management during the first thirty days in the program.



This involves meeting with family members, drug testing, motel vouchers, housing assistance, job assistance and referrals, etc. Once the family is out of the initial crisis the case manager continues to meet with the family as needed. Staff works with families to enhance their capacity to support the growth and development of all the family members. Case managers assess need, link families with resources, advocate on their behalf, monitor and coordinate family goals and progress, group attendance, school progress, parenting skills, budgeting, basic life skills, housing, and therapeutic components. Case management contacts are recorded in ½ hour blocks.

### **Case Management (Pacific Clinics)**

This service ensures the family moves from intake through completion as smoothly as possible by conducting goal reviews and assessing for additional services that may be needed to support either the reunification or maintenance process.

## **Child Enrichment/Childcare**

### **Child Enrichment (CAT CHAR)**

Parents who are required to receive or request agency services often have childcare difficulties. In an attempt to partially address this obstacle, Caritas Counseling Services developed a Child Enrichment Center. While on-site, caregivers may leave their children (ages 3 years – 9 years) at the Child Enrichment Center located at the Colton Office. This center is staffed by experienced childcare workers, appropriate college students, and/or agency therapists. The center is outfitted with developmentally appropriate toys, learning activities, books, music, arts 'n' crafts supplies, and other materials that aid in the healthy development of children. Parents sign-up for the Child Enrichment Center slots in advance of their counseling appointments or group programs. The center is open during the agency's busiest hours

### **Child Care/Family Activities (FSA- Redlands)**

Child care is provided to all client children while the parent is on the grounds attending a program component. Child care is provided by experienced child care workers in a safe and stimulating environment. Childcare workers observe parenting skills, identify child and family issues and write weekly reports on each child in attendance. Information is reviewed in weekly case manager meetings. Contractor encourages all children to participate in the activities weekly. (Note that all school age children are mandated to be enrolled and attending school for eligibility in any agency component). Family Activities are offered as part of the child care component. These are planned activities for children, shared with their parents that encourage positive interaction and family stability. Current activities include a Family Literacy reading program, Science Secrets with hands-on activities. Do the Right Thing using topic books on character building and puppet shows, and Family Fun that includes arts and crafts projects on a shoe string budget. Additional special events are offered throughout the year such as Water Play Days, Easter Egg Hunts, Family Picnic, Holiday parties, etc. All recordable services are logged in 2 hour segments.

### **Child Enrichment and Child Development (Pacific Clinics)**

Building upon activities from parenting education, children are entreated to the same concepts parents learn (i.e. getting needs met through appropriate use of personal power) during family sessions. When possible, children's groups are offered that run simultaneously to parenting groups; groups contain activities that address motor skills and social skills development, learning to set appropriate boundaries and respecting others' boundaries.

## **Substance Abuse Psycho/Education and Support**

### **Substance Abuse, Individual and Group counseling (Morongo Basin Unity Home)**

Unity Home provides counseling in Shelter through the Outreach Office to victims of domestic violence. Case management is done on a weekly basis. The Outreach facilitates 10 peer groups a week in Joshua Tree. Outreach and Shelter have an operational agreement with Morongo Basin Counseling and Recovery Center to provide counseling and evaluations when needed.

### **Substance Abuse Counseling – Education Group and Prevention Education (Pacific Clinics)**

Individual and family settings address the impact substance use has on individuals and families. Information on substance use, abuse and addiction is also shared with families to address the issues teens and pre-teens face when confronted with peer pressure.

## **Basic Life Skills/Independent Living**

### **Basic Life Skills Classes (FSA- Redlands)**

This six week mandatory program includes sessions on self-esteem, goal setting, communication skills, anger management, employment, and budgeting. Classes are offered in English and Spanish and are one hour in length. A client directed Long Term Life Skills group is held twice a month for those who have completed most other program components but feel a need for the continued support services offered.

### **Independent Living (Morongo Basin Unity Home)**

Staff facilitates a group in Shelter and through the Outreach Center in Joshua Tree to assist women with life skills. Some of the topics of this group include Landlord-Tenant Relationships, Budgeting, Credit Issues, Establishing Good Credit, etc. Documentation is kept in client files, logged on Outreach Center walk-in sheets, on hotline call sheets and on monthly statistics reports.

### **Basic Life Skills Training and Advocacy (Pacific Clinics)**

Setting and achieving goals are the main focus of this service. Within this construct, assisting families in developing problem-solving skills includes assessing life management skills (i.e. budgeting), establishing healthy boundaries to prevent further violence in the home, as well as encouraging self-advocacy and advocating for family members when dealing with community agencies.

### **Independent Living Skills (ILS) for Adolescents (Westside Kinship)**

ILS consists of everyday skills a young person (14–18 years of age) needs to acquire in order to successfully live on her/his own in the community. Independent living skills classes deal with such topics as:

- Daily living skills (grocery shopping, cooking, hygiene, appropriate boundaries, etc.);
- Money management;
- Decision making;
- Building self-esteem;
- How to apply for financial aid for college/vocational schools;
- How to locate appropriate, affordable housing; and
- How to find and keep a job.

## **Computer/Employment Class**

### **Computer/Vocational Educational Classes (FSA- Redlands)**

Basic computer classes are offered in a six week program (one hour per week) taught in Contractor's on-site Computer Lab that has eight work stations. The class covers basic computer training using Windows. Once the client completes the series of classes they receive a refurbished computer from donated stock. This is a voluntary program and clients sign up on a first come first serve basis. Employment/vocational education class is held weekly for one hour and includes such topics as job search techniques (including on-line), interview skills, application completion, and preparing a resume. This class is available to all clients and may be mandatory for any unemployed adult participating in the program.

The Computer Lab is open on a scheduled basis for clients needing to work on skills and projects.

## **Home Visits/Supervised visitation**

### **Parenting skills training (FSA-SB)**

Provided at each home visit for approximately ½ hour by the nurse and/or MFT.

### **Home Visits (FSA- Redlands)**

Staff conducts home visits on a random basis or for a specific need. A case manager may go out to verify a new rental property, check on family welfare, take food or needed items, evaluate living conditions, observe family in their own environment, etc. A form is completed for the client file to document services.

### **Supervised Visitation (Morongo Basin Unity Home)**

Unity Home offers Court Ordered Supervised Visitation as a friend of the Court. The visitation hours are Saturdays, 10 a.m. – 2:00 p.m. and are monitored by two advocates trained in supervised visitation. Unity Home advocates maintain notes on visitations regarding promptness of both custodial and visiting parent and parent-child interaction.

## **Abuse Presentations**

### **Unity Home's Outreach Center for DV victims (Morongo Basin Unity Home)**

Unity Home Outreach Center provides: Peer individual counseling; 10 domestic violence-related peer counseling groups per week; legal advocacy including assistance with completing and filing restraining and custody orders; court and mediation support; information and referrals; supervised visitation; CalWORKS advocacy; emergency food and clothing; and presentations to local businesses, clubs, hospitals, and schools.

## **Housing Advocate**

### **Provide household establishment assistance to DV victims (Morongo Basin Unity Home)**

Unity Home's staff members work one-on-one with clients in housing searches by providing leads, references and transportation. When a client finds a suitable rental, the advocate assists her in having utilities turned on, enrolling children in school, locating furniture, appliances and household goods along with assisting with moving, first grocery shopping if needed and when possible. Unity Home has developed a community referral resource book which lets clients know what services are available at low or no cost, how to access them, names of contact persons and other information on the area. All clients in Shelter are given the opportunity to apply for Unity Home's transitional housing program. Unity Home's transitional program has ten 2-bedroom apartments for this 18-month program. The

program is goal-based (clients must enroll in school or become employed while in the program). If the client plans to move out of the area, Unity Home will assist with the move as much as possible.

### **Children's Groups**

#### **Children Group Therapy (CHCT)**

Children Peer Group Therapy is for victims and siblings ages 3-17. The groups of 3-6 children meet weekly for one (1) hour. A 12-week curriculum of treatment issues is utilized on a rotating session plan which allows for the open-entry groups to cover the issues of greatest therapeutic concern, and gives a structure that guarantees each child receiving the necessary applications. Because the curriculum rotates, the child is given opportunities to continue working on the issues and integrating them into their psychological self. Issues, such as, Personal Safety Plan, "No-Fault", Boundaries, Self-Esteem and Positive Empowerment, Behavior Regulation, Emotional Regulation, Stress (fear) Regulation techniques are examples of issues covered.

#### **Individual and Family Therapy - (Clinical Setting) (Lutheran SS)**

Weekly Psychotherapy sessions may involve work with current problems, immediate crisis, or long-term difficulties. For children ages 4-12 Play therapy is the preferred method of treatment. Play therapy provides the opportunity for children to express their issues or concerns in play; gain mastery over a troublesome situation; replay trauma and verbalize feelings; improve parent/child communication, the modeling of parent/child interaction.

#### **Counseling to the children of DV victims (Morongo Basin Unity Home)**

Unity Home contracts with a master's level counselor four hours a week to work directly with the children in Shelter. Unity Home employs 1 full time Children/Teen Advocate and 1 part time Children's Advocate who facilitate peer counseling sessions in Shelter Monday through Saturday to help children increase their self-esteem, develop and practice coping and communication skills, and learn alternatives to aggressive behaviors. Unity Home uses the 'What About Me' program for some children's groups. The program is designed with age appropriateness in all of its discussions and activities about feelings, family violence and safety. The groups are broken into age's three to five, six to eight, nine to twelve, and teen. In the group setting, children learn that they are not alone, that others have experiences similar to their own. After learning about the cycle of violence and understanding that they are in no way responsible, personal safety plans are discussed. Unity Home's Teen Program presently facilitates teen groups at the high schools on a weekly basis to educate teens on dating violence and to assist teens dealing with violence in their homes. If a child is in need of more professional counseling than Unity Home can provide, a referral is made to Morongo Basin Counseling and Recovery Center with whom Unity Home has an operational agreement.

### **Direct Services/hard goods**

**Community Action Partnership of San Bernardino** provides hard goods and direct services requested by Social Workers for their clients throughout the County of San Bernardino. Such goods and services include:

- Emergency food services through food vouchers not to exceed \$100.00 per household per year;
- Rental deposit assistance for housing;
- Vehicle repair (limited to safety repairs, e.g. brakes, lights, tires, etc.);

- Hard goods (includes, but is not limited to, bunk beds, mattresses, dinette sets, pillows and various household appliances;
- Utility assistance;
- Transportation assistance;
- Clothing assistance;
- High School Senior Year Items (school ring, prom dress, tuxedo, yearbook, etc.); and
- Other Miscellaneous expenses (must be prior approved by the DCS Regional Budget Committee).

## **Info and Referral**

### **Resource Referral and Linkage (Lutheran SS)**

This program begins with a telephone call, walk-in, or case management contact with a client. The goal is to improve access to resources oftentimes in a collaborative effort with other agencies.

### **Resource Management and Referral (Pacific Clinics)**

Coordinating referrals and interacting with referral sources assist in successful completion of services. Additionally, coordinating efforts with other service providers will reduce the possibility of duplicated services while ensuring all of the family's needs are being addressed.

### **Referral and Linkage (Rim Family Services)**

Referral and linkage services are provided in office or out in the community on the Mobile Resource Center (MRC). Case management workers on the MRC and in the office are well equipped to make referrals for private and governmental services. Rim Family Services also provides all clients with an extensive published referral list.

### **Department of Children's Services – Placement Resources Division**

Complex Information and Referral that requires support and education about resources such as special education, specialized mental health services and out-of-home residential care.

## **Adopt - Advocacy**

### **Department of Children's Services – Placement Resources Division**

The provision of advocacy, counseling and legal support to adoptive families. These may also include advocacy for the birth parent's place in the adoptive process. This may also include assisting the adoptive family in advocating for services to keep the child in the adoptive home and ensure clients are connected with and receive appropriate services

## **Adopt - Crisis Counseling**

### **Department of Children's Services – Placement Resources Division**

The provision of services to aid pre- and post-adoptive families in resolving conflicts and behavioral issues to expedite and facilitate adoption. This may include temporary out-of-home placement and referral to counseling services. Services go to families that have children with severe emotional problems and/or other disabilities. Clients with these issues usually require services that go on over years. It is usual when clients are in crisis to utilize specialized services provided by other agencies.

## **Adopt - Post adopt support Group**

### **Department of Children's Services – Placement Resources Division**

Referral to Support groups designed to assist adoptive families with issues related to

adoption.

### **Adopt - Special Needs Assessment for AAP**

#### **Department of Children's Services – Placement Resources Division**

Helping Families Obtain Services and Documentation for their children's special needs and for AAP changes, and assessing and recommending AAP Special Needs Grants.

### **Adoption Outreach**

#### **Department of Children's Services – Placement Resources Division**

Includes community outreach and public information activities. Outreach lets adoptive parents, potential adoptive parents and others know that Post Adoptive Services (PAS) are available. The agency's efforts to recruit adoptive parents for children whom the agency is placing for adoption include:

- Contact with other private and public adoption agencies;
- Presentation of information regarding the child on television and/or other media outreach programs, if appropriate;
- Presentation of information concerning the child at exchange meetings of agencies;
- Participation in the state photo-listing album of children, as appropriate; and
- Contact with parent groups regarding specific children.

Specialized ethnic recruitment in specific communities are being developed in order to increase the number of adoptive homes available to children of all races and ethnic backgrounds, and to minimize adoptive placement delays.

### **Sexual abuse treatment**

#### **Sexual Abuse Treatment (Individual Format) (Lutheran SS)**

Separate programs are offered for parents, partners, victims and offenders. Clients are evaluated on an individual basis as part of needs assessment and evaluation. Child victims (ages 4–11) are generally scheduled for one-hour sessions and Play Therapy/Activities/ Arts & Crafts are used as techniques for treatment.

#### **Sexual Abuse Treatment (Group Format) (Lutheran SS)**

Separate programs are offered for parents, partners, victims and youth offenders. Typically the Sexual Abuse Treatment groups are divided by gender as well as age bracket. Child victims and their parents/caregivers attend one-hour groups. Adult and youth offenders and their partners/parents attend one-half-hour groups. These groups are facilitated by licensed clinicians or pre-licensed professionals under the direct supervision of a licensed clinician.

### **Domestic Violence services**

#### **Domestic Violence (Lutheran SS)**

Weekly Psychotherapy sessions may involve work with current problems, immediate crisis, long-term difficulties with the effects of past abuse, poor partner choice, need for clarification or health and reciprocity of relationships and understanding of how abuse affects entire families.

#### **Counseling to Adult Domestic Violence Victims (Morongo Basin Unity Home)**

While in Shelter, individual counseling is provided by a certified counselor with a master's degree. Group counseling is provided to Domestic Violence (DV) victims and their children by DV Counselors. Two to three groups a day are held with peer counseling groups held on a six-week matrix that can be entered at any point. Peer crisis counseling is available 24 hours per day. Childcare is provided during groups and classes.

**24-Hour Crisis Hotline:** Morongo Basin Unity Home (Unity Home) crisis line is answered at Unity Home's emergency Shelter facility which is staffed 24 hours per day, 365 days per year. There are four incoming phone lines. Unity Home accepts collect calls. The crisis line is answered by staff and volunteers who have completed a minimum 40 hours of domestic violence training as stipulated by the California Evidence Code along with 40 hours of training on the crisis line under the supervision of a Domestic Violence Counselor. Of Unity Home's eight paid staff positions that answer the crisis line, four are bilingual (English and Spanish). Additionally, at least one staff member is available for crisis calls seven days per week.

**Provide emergency Shelter services to DV victims and their children. (Morongo Basin Unity Home):** Shelter is provided to DV victims and their children through the 30-bed, 60-day stay emergency Shelter. Intakes are taken 24 hours per day, 365 days per year. The client screening process requires that a victim requesting Shelter speaks with a DV Counselor or Advocate on the crisis line or in person. A Shelter intake and DV assessment are done at that time. The Shelter facility has a communal kitchen, dining/group room, living/group room, office, children's play/classroom, 6 large bedrooms (3 are handicapped accessible), and 3 bathrooms (1 is handicapped accessible). The Shelter's location is confidential. The programs and services offered consist of all 13 required components along with additional self-help classes and groups (Parenting Classes, Helping Children Thrive, and Independent Living).

Unity Home has operational agreements with two Shelters on the California border to house clients in the Needles community until they can be transported to Unity Home. Unity Home provides DV victims with emergency transportation to the Shelter or other safe locations on a 24-hour basis. Unity Home provides court advocacy through Domestic Violence Counselors and Advocates, both paid and volunteer, who have had additional training in court support and the judicial system. Unity Home's legal assistance is designed to assist survivors and victims of domestic violence obtain Restraining Orders, Custody Orders and Visitation Orders. Staff also provides social service advocacy to domestic violence victims by accompanying them and/or making the necessary contacts to the public or social service agencies.

### **Nurse Home Visits**

#### ***In-home nursing services (FSA-SB)***

Services include nutritional counseling, medication review, and visual check for abuse. In-home nursing services will provide families with approximately ¼ hour of services for each visit per family member.

### **Team Decision Making support**

#### **Multi-Disciplinary Case Management (DCS Case Conference) (Lutheran SS)**

This meeting is designed to enhance communication and increase positive outcomes for the client, and is coordinated with all agencies involved in the case.

#### **Team Decision-Making with DCS (Pacific Clinics)**

Bi-monthly meetings with the Department of Children's Services (DCS) will assure that the services are meeting the needs of families as identified in the Case Plan. Additionally, participation in Family Group Decision Making (FGDM) further assists a family's need to identify extended familial and community resources.

<b><u>Kinship Youth classes/family</u></b>
<b>Westside Kinship</b> Family Support Services – Activities designed to assist families in utilizing available resources and opportunities in their community. These services include, but are not limited to, counseling, self-sufficiency training, referral and linkage, mediation and conflict resolution.
<b><u>Respite</u></b>
<b>Westside Kinship and Mental Health Systems</b> Kinship contractors are required to provide respite services for kin caregivers.
<b><u>Permanency Promotion</u></b>
<b>Westside Kinship and Mental Health Systems</b> Kinship centers are required to provide services to promote and assist in permanency for kin children.
<b><u>Mentoring</u></b>
<b>Westside Kinship</b> <u>Mentoring Services (for kin-caregivers)</u> – Services designed to match an experienced kin-caregiver (mentor) who has risen above challenges of raising kin-children with a less experienced kincaregiver (mentee) for the purpose of befriending, supporting and guiding the mentee through difficult caregiving experiences and educating him or her on (parenting) issues related to kincaregiving.  <u>Mentoring Services (for kin-children)</u> – Services designed to match older volunteers with kin-children for the specific purpose of building a relationship of trust and respect. Mentors often work together with program staff to provide support and guidance to mentees by integrating a variety of themes into the program, such as conflict resolution, goal setting, tutoring, involvement in sports, etc. Mentoring programs must screen, train, and monitor all mentors accepted into the program.
<b><u>Tutoring</u></b> <b>Westside Kinship</b> Tutoring – Individual homework assistance/skills instruction for a kin-child.



CAPIT/PSSF Program-to-Outcomes Matching		Outcome measure C1.3 Reunification						
		1.1 TDMs	1.2 Icebreakers	1.3 Parents info on Courts	1.4 Immediate Provision service	2.1 FP mentoring of Bio Parents	2.2 In-home services	2.3 Reunif. Conferencing
		(lines 1,24)	(line 2)	(lines 5,8,15,23)	(lines(5,6)	(lines 2,28)	(lines 10,14,23)	(line 1)
1	Professional Clinical Services/ Ind. Counseling/Family Counseling	Provider Reps/Therapists will attend TDMs						Therapist reports assist w/ conference
2	Parent Education		Parent Ed. Groups identify FPs as a Resource			Parent Ed. Groups identify FPs as a Resource		
3	Adult Anger Management							
4	Teen/Parent Anger Management							
5	Family Support Services (Case Management, Referrals, etc.			Info on courts provided by Case Managers	Improvement of referral processing			
6	Child Enrichment/Childcare				Removes barriers to immediate participation			
7	Substance Abuse Psycho/Education and Support							
8	Basic Life Skills/Independent Living			Responding to Legal Obligations ID as a life skill				
9	Computer/Employment Class							
10	Home Visits/Supervised visitation						Home visiting services	
11	Abuse Presentations							
12	Housing Advocate							
13	Childrens Groups							
14	Direct Services/hard goods						Services provided directly to home	
15	Info and Referral			Provide info on courts				
16	Adopt - Advocacy							
17	Adopt - Crisis Counseling							

CAPIT/PSSF Program-to-Outcomes Matching		Outcome measure C1.3 Reunification						
		1.1 TDMs	1.2 Icebreakers	1.3 Parents info on Courts	1.4 Immediate Provision service	2.1 FP mentoring of Bio Parents	2.2 In-home services	2.3 Reunif. Conferencing
		(lines 1,24)	(line 2)	(lines 5,8,15,23)	(lines(5,6)	(lines 2,28)	(lines 10,14,23)	(line 1)
18	Adopt - Post adopt support Group							
19	Adopt - Special Needs Assessment for AAP							
20	Adoption Outreach							
21	Sexual abuse treatment							
22	Domestic Violence services			Court related services and events				
23	Nurse Home Visits						Medical screening/ Health Education provided in home	
24	Team Decision Making support	Provision of TDM support						
25	Kinship Youth classes/family							
26	Respite							
27	Permanency Promotion							
28	Mentoring					Kinship parent mentoring for Bio		
29	Tutoring							

<b>CAPIT/PSSF Program-to-Outcomes Matching</b>		
		<b>2.4 Utilize the CAT</b>
		(no CAPIT/PSSF)
1	<b>Professional Clinical Services/ Ind. Counseling/Family Counseling</b>	
2	<b>Parent Education</b>	
3	<b>Adult Anger Management</b>	
4	<b>Teen/Parent Anger Management</b>	
5	<b>Family Support Services (Case Management, Referrals, etc.</b>	
6	<b>Child Enrichment/Childcare</b>	
7	<b>Substance Abuse Psycho/Education and Support</b>	
8	<b>Basic Life Skills/Independent Living</b>	
9	<b>Computer/Employment Class</b>	
10	<b>Home Visits/Supervised visitation</b>	
11	<b>Abuse Presentations</b>	
12	<b>Housing Advocate</b>	
13	<b>Childrens Groups</b>	
14	<b>Direct Services/hard goods</b>	
15	<b>Info and Referral</b>	
16	<b>Adopt - Advocacy</b>	
17	<b>Adopt - Crisis Counseling</b>	

<b>CAPIT/PSSF Program-to-Outcomes Matching</b>		
		<b>2.4 Utilize the CAT</b>
		(no CAPIT/PSSF)
18	<b>Adopt - Post adopt support Group</b>	
19	<b>Adopt - Special Needs Assessment for AAP</b>	
20	<b>Adoption Outreach</b>	
21	<b>Sexual abuse treatment</b>	
22	<b>Domestic Violence services</b>	
23	<b>Nurse Home Visits</b>	
24	<b>Team Decision Making support</b>	
25	<b>Kinship Youth classes/family</b>	
26	<b>Respite</b>	
27	<b>Permanency Promotion</b>	
28	<b>Mentoring</b>	
29	<b>Tutoring</b>	

CAPIT/PSSF Program-to-Outcomes Matching		<b>Outcome C3.1 Exits to Permanency/Outcome 3.3 In care 3yrs+ =&gt; Emancipation</b>						
		<b>1.1 Ensure Family connections</b>	<b>1.2 Increase Mentors</b>	<b>1.3 Increase support to Rel CGs, Guard. Adopt.</b>	<b>2.1 Incr. # County Lic'd FPs and Adopt. Fam.</b>	<b>2.2 GH =&gt; FP care</b>	<b>2.3 Nat-Am &amp; Af-Am=&gt;family settings</b>	<b>3.1 Perm. Plann. Team meetings monthly</b>
		(lines 1,2,5)	(line 28)	(lines 5,14-20,25-29)	(line 1,14)	(line 1,13)	(line 1)	(lines 14,24,27)
1	<b>Professional Clinical Services/ Ind. Counseling/Family Counseling</b>	Impress the importance of family connections			Provides mental health support to stabilize placement	Provides mental health support to assist placement transition	Counseling services provided in hard to serve regions	
2	<b>Parent Education</b>	Impress the importance of family connections						
3	<b>Adult Anger Management</b>							
4	<b>Teen/Parent Anger Management</b>							
5	<b>Family Support Services (Case Management, Referrals, etc.</b>	Develop leads for family connections		Provide info on options				
6	<b>Child Enrichment/Childcare</b>							
7	<b>Substance Abuse Psycho/Education and Support</b>							
8	<b>Basic Life Skills/Independent Living</b>							
9	<b>Computer/Employment Class</b>							
10	<b>Home Visits/Supervised visitation</b>							
11	<b>Abuse Presentations</b>							
12	<b>Housing Advocate</b>							
13	<b>Childrens Groups</b>					Provides mental health support to assist placement transition		
14	<b>Direct Services/hard goods</b>			Provides material support to stabilize placements	Provides material support to stabilize placements			Provides material support to stabilize placements
15	<b>Info and Referral</b>			Provide info on Adoption Support Programs and other alternatives				
16	<b>Adopt - Advocacy</b>			Adoption Support Program				
17	<b>Adopt - Crisis Counseling</b>			Adoption Support Program				

CAPIT/PSSF Program-to-Outcomes Matching		Outcome C3.1 Exits to Permanency/Outcome 3.3 In care 3yrs+ => Emancipation						
		1.1 Ensure Family connections	1.2 Increase Mentors	1.3 Increase support to Rel CGs, Guard. Adopt.	2.1 Incr. # County Lic'd FPs and Adopt. Fam.	2.2 GH => FP care	2.3 Nat-Am & Af-Am=>family settings	3.1 Perm. Plann. Team meetings monthly
		(lines 1,2,5)	(line 28)	(lines 5,14-20,25-29)	(line 1,14)	(line 1,13)	(line 1)	(lines 14,24,27)
18	Adopt - Post adopt support Group			Adoption Support Program				
19	Adopt - Special Needs Assessment for AAP			Adoption Support Program				
20	Adoption Outreach			Adoption Support Program				
21	Sexual abuse treatment							
22	Domestic Violence services							
23	Nurse Home Visits							
24	Team Decision Making support							TDMs assist w/ Perm. Planning
25	Kinship Youth classes/family			Kinship support program				
26	Respite			Kinship support program				
27	Permanency Promotion			Kinship support program				Permanency Promotion for KS
28	Mentoring		Mentoring of KS parents	Kinship support program				
29	Tutoring			Kinship support program				

<b>CAPIT/PSSF Program-to-Outcomes Matching</b>		
		<b>3.2 Expand Community Resources/ 211</b>
		(lines 5,15)
1	<b>Professional Clinical Services/ Ind. Counseling/Family Counseling</b>	
2	<b>Parent Education</b>	
3	<b>Adult Anger Management</b>	
4	<b>Teen/Parent Anger Management</b>	
5	<b>Family Support Services (Case Management, Referrals, etc.</b>	Info provided to network
6	<b>Child Enrichment/Childcare</b>	
7	<b>Substance Abuse Psycho/Education and Support</b>	
8	<b>Basic Life Skills/Independent Living</b>	
9	<b>Computer/Employment Class</b>	
10	<b>Home Visits/Supervised visitation</b>	
11	<b>Abuse Presentations</b>	
12	<b>Housing Advocate</b>	
13	<b>Childrens Groups</b>	
14	<b>Direct Services/hard goods</b>	
15	<b>Info and Referral</b>	Info provided to network
16	<b>Adopt - Advocacy</b>	
17	<b>Adopt - Crisis Counseling</b>	

<b>CAPIT/PSSF Program-to-Outcomes Matching</b>		
		<b>3.2 Expand Community Resources/ 211</b>
		(lines 5,15)
18	<b>Adopt - Post adopt support Group</b>	
19	<b>Adopt - Special Needs Assessment for AAP</b>	
20	<b>Adoption Outreach</b>	
21	<b>Sexual abuse treatment</b>	
22	<b>Domestic Violence services</b>	
23	<b>Nurse Home Visits</b>	
24	<b>Team Decision Making support</b>	
25	<b>Kinship Youth classes/family</b>	
26	<b>Respite</b>	
27	<b>Permanency Promotion</b>	
28	<b>Mentoring</b>	
29	<b>Tutoring</b>	



CAPIT/PSSF Program-to-Outcomes Matching		Outcome C4.3 Placement Stability					
		1.1 Train staff re: \$ advant. Of Guard.KinGAP AAP	1.2 Inform CGs of Perm. Options	2.1 Increase RP recruitment	2.2 Placement Resources DB on RPs	2.3 Match track monitor placements and placement disruptions	3.1, 3.2, 3.3, 3.4.3.5
		(lines 1,14,16,18-20)	(lines 1,2,5,14-20,27)	(lines 1,5,14-16,20)	(lines 1,14,20)	(lines 1,16)	(no CAPIT/PSSF)
1	Professional Clinical Services/ Ind. Counseling/Family Counseling	Provides mental health support to stabilize placement	Provides mental health support to stabilize placement	Provides mental health support to stabilize placement	Provides mental health support to stabilize placement	Provides mental health support to stabilize placement	
2	Parent Education		Information provided on placement options				
3	Adult Anger Management						
4	Teen/Parent Anger Management						
5	Family Support Services (Case Management, Referrals, etc.		Information provided on placement options	Information provided for RP recruitment			
6	Child Enrichment/Childcare						
7	Substance Abuse Psycho/Education and Support						
8	Basic Life Skills/Independent Living						
9	Computer/Employment Class						
10	Home Visits/Supervised visitation						
11	Abuse Presentations						
12	Housing Advocate						
13	Childrens Groups						
14	Direct Services/hard goods	Provides material support to stabilize placements	Provides material support to stabilize placements	Provides material support to stabilize placements	Provides material support to stabilize placements		
15	Info and Referral		Information provided on placement options	Information provided for RP recruitment			
16	Adopt - Advocacy	Adoption support advocacy	Adoption support advocacy	Adoption support advocacy		Notes adoption disruptions	
17	Adopt - Crisis Counseling		Adoption Crisis Counseling				

CAPIT/PSSF Program-to-Outcomes Matching		Outcome C4.3 Placement Stability					
		1.1 Train staff re: \$ advant. Of Guard.KinGAP AAP	1.2 Inform CGs of Perm. Options	2.1 Increase RP recruitment	2.2 Placement Resources DB on RPs	2.3 Match track monitor placements and placement disruptions	3.1, 3.2, 3.3, 3.4.3.5
		(lines 1,14,16,18-20)	(lines 1,2,5,14-20,27)	(lines 1,5,14-16,20)	(lines 1,14,20)	(lines 1,16)	(no CAPIT/PSSF)
18	Adopt - Post adopt support Group	Various support groups available	Various support groups available				
19	Adopt - Special Needs Assessment for AAP	Information on AAP	Information on AAP				
20	Adoption Outreach	Adoption outreach program	Adoption outreach program	Adoption outreach program	Information of adoptive parents		
21	Sexual abuse treatment						
22	Domestic Violence services						
23	Nurse Home Visits						
24	Team Decision Making support						
25	Kinship Youth classes/family						
26	Respite						
27	Permanency Promotion		Information provided on placement options				
28	Mentoring						
29	Tutoring						

SIP CHECKLIST  
for CAPIT/CBCAP/PSSF/CCTF  
Page 1 of 10

No.	Element	Element Present (located on page #)	Element Not Present
<b>A</b>	<b>CONTACT INFORMATION</b>		
1	Name, mailing address, e-mail address, phone and fax number of lead agency (BOS Designated Public Agency to administer CAPIT/CBCAP/PSSF Funds)	ATT-CAPIT /PSSF 09-12 Three year Plan, pages 1-2	
2	Name, mailing address, e-mail address, phone and fax number of CAPIT liaison	ATT-CAPIT /PSSF 09-12 Three year Plan, page 5	
3	Name, mailing address, e-mail address, phone and fax number of CBCAP liaison	n/a	
4	Name, mailing address, e-mail address, phone and fax number of PSSF liaison	ATT-CAPIT /PSSF 09-12 Three year Plan, page 5	
<b>B</b>	<b>BOS RESOLUTIONS</b>		
1	Board of Supervisors (BOS) resolution approving the SIP	Pending	
2	BOS resolution establishing a Child Abuse Prevention Council (CAPC).	ATT 2, ATT3	
3	BOS resolution identifying the Commission, Board or Council for administration of the County Children's Trust Fund (CCTF).	ATT 2, ATT3	
<b>C</b>	<b>ROSTERS</b>		
1	Copy of the Child Abuse Prevention Council (CAPC) roster and a separate PSSF Collaborative roster, if appropriate.	ATT 4	
2	Copy of County Children's Trust Fund (CCTF) Roster, if established	ATT 4	
<b>D</b>	<b>APPROVALS</b>		
1	Evidence that the plan was approved and signed by the following key prevention partners: BOS designated public agency to administer CAPIT/CBCAP/PSSF funds, CAPC representative, parent consumer/former consumer if the parent is not a member of the CAPC, and a separate PSSF Collaborative representative, if appropriate.	Pending approval (expected 02/24/09)	
<b>E</b>	<b>ASSURANCES</b>		
1	Attach the "Notice of Intent" letter identifying the public agency(s) to administer CAPIT/CBCAP/PSSF. The letter also confirms the county's intent to contract.	ATT 1	
2	Copy of the roster listing the name, title and affiliation of the individuals involved in SIP planning process that includes parents, local public agencies, local nonprofit organizations, and private sector representatives.	SIP main document, pages 11-17	

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No.	Element	Element Present (located on page #)	Element Not Present
<b>F</b>	<b>CAPC</b>		
1	Description of the structure and role of the local CAPC.	ATT-CAPIT /PSSF 09-12 Three year Plan, pages 9-10	
2	Proposed dollar amount from CAPIT, CBCAP, PSSF Family Support, CCTF, KidsPlate, or other to be used to support the local CAPC	ATT-CAPIT /PSSF 09-12 Three year Plan, page 11	
<b>G</b>	<b>PARENTS/CONSUMERS</b>		
1	Description of activities and training that will be implemented to enhance parent participation and leadership.	ATT-CAPIT /PSSF 09-12 Three year Plan, pages 11-12	
2	Description of how parents are involved in the planning, implementation and evaluation of funded programs.	ATT-CAPIT /PSSF 09-12 Three year Plan, pages 11-12	
3	Description of any financial support that is provided for parent participation.	SIP main document Page 19	
<b>H</b>	<b>FISCAL NARRATIVE</b>		
1	Description of processes and systems for fiscal accountability, including the established or proposed process for tracking, storing, and disseminating separate CAPIT/CBCAP/PSSF and Children's Trust Fund fiscal data as required.	ATT-CAPIT /PSSF 09-12 Three year Plan, pages 6-7	
2	Description on be how funding will be maximized through leveraging of funds for establishing, operating, or expanding community-based and prevention-focused programs and activities.	ATT-CAPIT /PSSF 09-12 Three year Plan, page 18	
3	Assurance that funds received will supplement, not supplant, other State and local public funds and services.	ATT-CAPIT /PSSF 09-12 Three year Plan, page 18	

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No.	Element	Element Present (located on page #)	Element Not Present
4	Are PSSF funds allocated a minimum of twenty (20) percent to each service category? If not, a rationale is provided. A plan of correction is also provided to meet compliance in this area.	ATT 6 CAPIT /PSSF Services & Expenditure Summary	
<b>I</b>	<b>LOCAL AGENCIES – REQUEST FOR PROPOSAL (Narrative regarding the following is present in the SIP)</b>		
1	Assurance that a competitive process was used to select and fund programs.	Attachment 5 RFP HS 07-04 CAPIT /PSSF, page 32 c	
2	Assurance that priority was given to given to private, nonprofit agencies with programs that serve the needs of children at risk of abuse or neglect and that have demonstrated effectiveness in prevention or intervention.	ATT 3 BOS Minutes page 3 and ATT 5 RFP HS 07-04 CAPIT /PSSF page 9	
3	Assurance that agencies eligible for funding provided evidence that demonstrates broad-based community support and that proposed services are not duplicated in the community, are based on needs of children at risk, and are supported by a local public agency.	ATT-CAPIT /PSSF 09-12 Three year Plan, page 17	
4	Assurance that the project funded shall be culturally and linguistically appropriate to the populations served.	Attachment 5 RFP HS 07-04 CAPIT /PSSF pages 9,12,22,32	
5	Assurance that the agency funded shall demonstrate the existence of a 10 percent cash or in-kind match, other than funding provided by the State Department of Social Services.	Attachment 5 RFP HS 07-04 CAPIT /PSSF page 14(l)	
6	Assurance that training and technical assistance shall be provided by private, nonprofit agencies to those agencies funded to provide services.	ATT-CAPIT /PSSF 09-12 Three year Plan, pages 14-15	

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No.	Element	Element Present (located on page #)	Element Not Present
7	For the use of CAPIT funds, assurance that priority for services shall be given to children who are at high risk, including children who are being served by the county welfare departments for being abused and neglected and other children who are referred for services by legal, medical, or social services agencies.	ATT-CAPIT /PSSF 09-12 Three year Plan, page 18	
8	Assurance that services to minority populations shall be reflected in the funding of projects.	Attachment 5 RFP HS 07-04 CAPIT PSSF page 27 (3b), 28	
9	Assurance that projects funded shall clearly be related to the needs of children, especially those 14 years of age and under.	ATT-CAPIT /PSSF 09-12 Three year Plan, page 18	
10	Assurance that the county complied with federal requirements to ensure that anyone who has or will be awarded funds has not been suspended or debarred from participation in an affected program. (For specifics visit: <a href="http://www.epls.gov/">http://www.epls.gov/</a> )	ATT-CAPIT /PSSF 09-12 Three year Plan, page 18	
11	Indicates that non-profit subcontract agencies have the capacity to transmit data electronically.	ATT-CAPIT /PSSF 09-12 Three year Plan, page 16	
<b>J</b>	<b>OTHER REQUIRED ELEMENTS</b>		
<b>1</b>	<b>CBCAP Outcomes:</b>		
a	Description of the plan to evaluate Engagement Outcomes		
b	Description of the plan to evaluate Short Term Outcomes		
c	Description of the plan to evaluate Intermediate Term Outcomes		
d	Description of the plan to evaluate Long Term Outcomes		
<b>2</b>	<b>Peer Review</b>		
a	Description of intended CBCAP peer review activities.		
<b>3</b>	<b>Service Array</b>		
a	Description of how CAPIT/CBCAP/PSSF funded services are coordinated with the array of services available in the county.	SIP main document, pages 8-9	
<b>4</b>	<b>County Children's Trust Fund</b>		
a	Description of how and where the county's children's trust fund information will be collected and published.	ATT-CAPIT /PSSF 09-12 Three year Plan, pages 10,11	

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No.	Element	Element Present (located on page #)	Element Not Present
<b>K</b>	<b>CAPIT/CBCAP/PSSF SERVICES AND EXPENDITURE SUMMARY</b>		
1	Submits the CAPIT/CBCAP/PSSF Services and Expenditure Summary that contains a comprehensive expenditure plan for CAPIT/CBCAP/PSSF Funding.	Attachment 6 Services & Expenditure Summary / Funding	
2	Services and Expenditure Summary provides an inventory of the planned programs	Attachment 6 Services & Expenditure Summary / Funding	
3	Services and Expenditure Summary contains the cross reference to the CSA of the unmet need for each of the planned programs and/or activities.	Attachment 6 Services & Expenditure Summary / Funding	
4	A half page description for each of the planned programs is attached to the SIP	Attachment 7 Service Descriptions	
<b>L</b>	<b>CBCAP Services and Expenditure Summary Sheet</b>		
1	The level of evidence-based or evidence-informed using the Program Assessment Rating Tool (PART) has been determined for programs/ practices funded by CBCAP.		
2	Identification on whether the logic model exists for CBCAP funded programs or whether it will be developed.		

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